

File #:

62-116325

Serial Scope:

201-Bulkey

62-

HQ-116395

Serial 201



62-HQ-116395-E201

BULKY

3028

FBI - CENTRAL RECORDS CENTER

HQ - HEADQUARTERS

BOX 3608

Class / Case #	Sub	Vol.	Serial #	
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HQ -116395

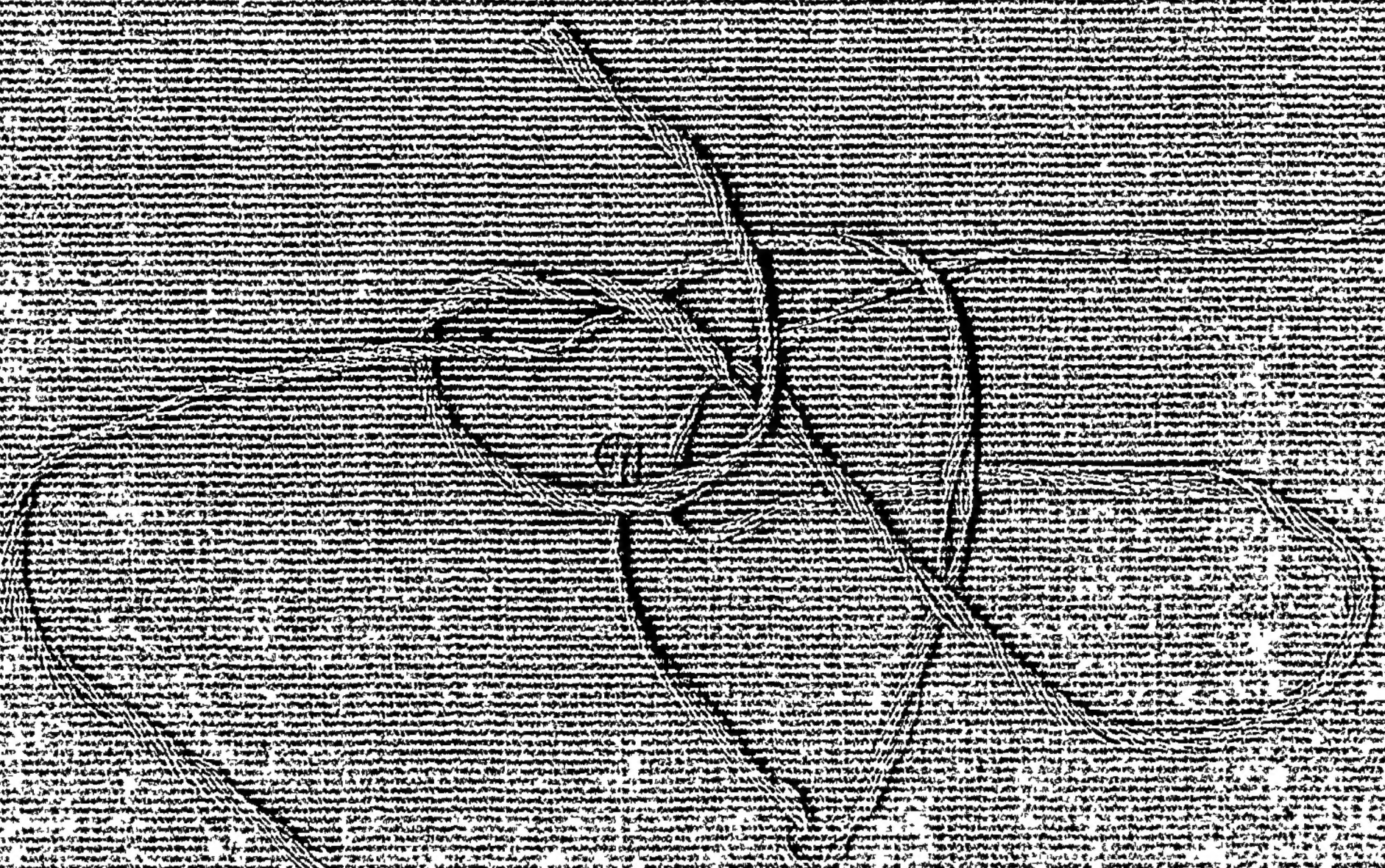
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BULKY

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5/22/75
HWD/SFP:cmc

The Attorney General UNITED STATES SENATE SELECT
COMMITTEE ON INTELLIGENCE
ACTIVITIES

Rememo from SSC 4/10/75 & appendices thereto,
rqstng certain documents & other info from FBI.
Atchd for ur approval & forwarding to Committee is
original of memo, one copy of document cptnd "FBI
Indexing Procedures" which concerns FBI's filing
system & one copy each of 13 Tables of Contents
for FBI forms. A copy of this memo w/encs being
provided for ur records.

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- 5-2 ✓ Weekly Delinquency Report
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- 5-6 ✓ ROUTING SLIP (Rev. 6/19/75)
- 5-7 ✓ ROUTING SLIP
- 5-9 ✓ ROUTING SLIP
- 5-9a ✓ ROUTING SLIP
- 5-10 ✓ ROUTING SLIP
- 5-15 ✓ ROUTING SLIP
- 5-18 ✓ ROUTING SLIP
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- 5-32 ✓ Publications Subscriptions Record
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- 5-34 ✓ Letter to Field re Foreign Police Cooperation
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CI-1

5-59 ✓ Work Status Report
CI-2

5-59b ✓ Work Status Report
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IS-2

5-78 ✓ ROUTING SLIP

5-80 ✓ Monthly Statistical Tabulation
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5-86 ✓ Soviet Diplomatic Couriers Arrival - Departure Record
CI-1

5-86a ✓ Follow-up Sheet for Soviet Diplomatic Couriers
Arrival - Departure Record
CI-1

5-87 ✓ ROUTING SLIP

5-88 ✓ Stop Notice *Deleted 5-14-75*
CI-1, CI-2

5-90 ✓ ✓ Mail Count Analysis
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IS-1, IS-2, IS-3

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- 5-113 ✓ Informative Note (4x5 $\frac{1}{4}$)
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- 5-118 *2.3.74* Index Card - Bureau Informant 200 Program *Deleted 5-14-85*
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- 5-122 *2.3.74* Reevaluation of Cases Concerning Soviet-bloc and
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- 5-123 ✓ Periodic Record - Foreign Police Cooperation Matters
(thin white available)
5-127 ✓ CI-3, CI-4
- 5-128 ✓ Xerox Requisition
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- 5-137 ✓ Routing Slip to Defense Intelligence Agency (DIA)
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- 5-138 ✓ Routing Slip to Director, EUR/SES, Department of State
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5-141 ✓ Routing Slip for Distribution of Information
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5-151 ✓ Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available)
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5-153 ✓ Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
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5-160 ✓ Internal Receipt for NATO Documents Classified "SECRET"
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5-161 ✓ Reply to USAINTC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
~~(no thin copy for Army - Horner for 5-154, Norie and
Floyd for 5-161)~~
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IS-2

5-161a ✓ Thin White (without heading) (with special instructions
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File 66-3482-7231 - memo 2/10/72)
IS-2

5-162 ✓ Data re Soviet-bloc Subjects (for New York Office)
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- 5-162a ✓ Data re Soviet-bloc Subjects (for Washington Field Office)
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- LEG-2 ✓ Office Advance and Expenses (formerly 5-43) (white bond)
CI-4
- LEG-2a ✓ Expense Account (totals sheet used in connection with
LEG-2; formerly 5-51a and 5-43a) (white bond)
CI-4
- LEG-5 ✓ Transmittal Letter to Bureau Enclosing Material for
Translation (formerly 5-119) (original on thin white;
unblocked thin yellow available)
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- LEG-6 ✓ Routing Slip for Routine Correspondence with Outside
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- LEG-7 ✓ Letter to Bureau Indicating Dissemination of Security
Information to Foreign Agencies (formerly 5-142)
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available)
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- LEG-8 ✓ Report on Funds Spent Abroad (formerly 3-549)
(white bond)
- LEG-9 ✓ Name-Check Request (thin white only)
CI-4

(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

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6-53	ROUTING SLIP
6-78	Letter Disseminating Data Indicating Membership in the International Workers Order (IWO) (formerly 6-78, 5-97) (thin white with heading and unblocked yellow available) Name Check Section
6-84	Record of Accounting Reports Accounting Control Desk, Accounting Unit, Accounting and Fraud Section
6-85	Special Agent (Accountant) Card Accounting Control Desk, Accounting Unit, Accounting and Fraud Section
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6-88	Tally Sheet - Accounting Correspondence Course Accounting Unit, Accounting and Fraud Section
6-92	Serial Removal Request (formerly 6-92, 5-96) Name Section Section
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6-96	Letter Requesting Information from Field Concerning ITSMV Cases (Auto Theft Ring Cases) General Crimes Unit, Criminal Section

- ~~6-97~~ ~~Questionnaire for Special Agent Accountants~~
~~Accounting Unit, Accounting and Fraud Section~~
- 6-107 Reference Record for Comparison of Accomplishment
Figures for Current and Previous Fiscal Years
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- 6-109 Front Sheet for Field Office Folders
Criminal Section
- 6-110 ROUTING SLIP
- 6-113 ROUTING SLIP
- 6-122 Airtel to Field Ordering Investigations upon Request
from Civil Rights Division of Department
(thin green for original; M&T blocked yellow available
per J. G. Kelly 6/28/73 - changed from "blocked yellow"
per Martindale and Deily 5/25/71)
Civil Rights Section
- 6-123 Acknowledgment Letter Concerning Civil Rights
Violations (bond only)
Civil Rights Unit, Civil Rights Section
- 6-124 ADP (Automatic Data Processing) Input Record for
Aircraft Crimes
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- 6-126 Routing Slip to Federal Aviation Administration
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FBI LABORATORY

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- 7-1 Report of FBI Laboratory (bond, thin white and M&T blocked yellow - per memo 6/12/73 (blocked yellow previously by memo 9/9/71)
- 7-1a Report of FBI Laboratory (to Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
- 7-1b Report of FBI Laboratory (to Field Office) (thin white only and unblocked yellow available - per memo 9/9/71)
- 7-2 Laboratory Work Sheet (green (includes use for Check Cases) and white)
- 7-2a Laboratory Master Work Sheet (pink (includes use for Check Cases))
- 7-2b Master Work Sheet (pink) - for exclusive use of Physics-Chemistry Section
- 7-4 Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Field Offices) (bond, thin white and M&T blocked yellow available)
- 7-4a Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
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- 7-5 Document Section Routing Slip
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- 7-9 ROUTING SLIP
- 7-10 ROUTING SLIP (Red Head)

7-11 Travel Sheet
 7-13 ROUTING SLIP
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 7-15 Package (Evidence) Receipt Tickler
 7-16 Evidence Receipt
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 7-17a Continuation Sheet for Form 7-17
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 7-20 ROUTING SLIP
 7-21 Commitment Card
 7-22 Weekly Report of Clerical Work on Hand
 7-23 ROUTING SLIP
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 white and M&T blocked yellow available)
 7-28 Detail Analysis at Work Performed
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 7-29 Weekly Case Delinquency Report
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 7-30 Petrographic File Card
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 7-32 Acknowledgment of Evidence to Federal Agencies
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 7-32a Acknowledgment of Evidence to Non-Federal Agencies
 (bond only)
 7-37 Laboratory File Charge-out Card

- 7-39 Acknowledgment to Non-Federal Agencies to Clarify Questions of any Prior Examination, and Requesting Data, with Attachment Concerning Availability of FBI Laboratory Facilities (bond only)
- 7-40 Acknowledgment Letter to Non-Federal Agencies for Evidence Submitted for Examination, including Attachment Concerning Availability of FBI Laboratory (bond only)
- 7-40a Acknowledgment Letter to Federal Agencies for Evidence Submitted for Examination (bond only)
- 7-41 Letter to Field Enclosing Foreign Language Material (bond, thin white and M&T blocked yellow available)
- 7-43 Memorandum Requesting Laboratory Files to be Retained in Records Section (unblocked original)
- 7-44 Translation Form Letter (bond, thin white and M&T blocked yellow available)
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7-62	Petroleum Products Analysis Sheet
7-63	Petrographic Supplemental Work Sheet
7-66	Technical Equipment Form (thin white and M&T blocked yellow available)
7-68	Letter to SAC Returning Specimens (thin white and M&T blocked yellow available)
7-69	Checkwriter Specimen Form
7-72	Report of FBI Laboratory (Remarks form) (thin white <u>only</u> and M&T blocked yellow available)
7-75	Machine Room Log Cryptanalysis-Gambling-Translation Section
7-76	Stenographer's and Typist's Daily Report Document Section, Laboratory
7-77	Technical Experience (Performance Ratings) Engineering Unit, Radio Engineering Section
7-78	Rifling Specifications Record Physics-Chemistry Section
7-79	Letter Requesting Technical Information and Specifications (bond, thin white with heading, and M&T blocked thin yellow available) All Sections

7-80 EDP Open Code Examination
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7-81 EDP Work Log
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7-82 EDP System Time Log
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7-83 Key Punch Operator's Log
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7-86 Delinquency Report Work Sheet
Document Section

7-87 Work Assignments
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7-89 Bureau Authorization for Training in Cipher Machine
Operation (thin white, M&T blocked yellow, and unblocked
yellow available)
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7-95 Laboratory Check Report re Inquiries in Local Law
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Document Section

7-96 Trouble Shooting Analysis
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7-104	Return Receipt - Caution Address Label on <u>Inner</u> Wrapping of Package Cryptanalysis-Gambling-Translation Section
7-105	Description - Ammunition Specimen for Standard Ammunition File Physics-Chemistry Section
7-107	Record for Specimen Added to Reference Firearms Collection Physics-Chemistry Section
7-110	Letter to Evidence Contributor to Determine Priority of Laboratory Examination (thin white and M&T blocked yellow available) Physics-Chemistry Section
7-113	Acknowledgment to Inquiry Concerning Testimony of Laboratory Personnel (bond, thin white letterhead, thin white without heading, and M&T blocked yellow available) Physics-Chemistry Section
7-114	Blood Examination Physics-Chemistry Section, Serology Unit
7-115	Semen Examination Physics-Chemistry Section, Serology Unit

7-116 Transmittal Letter for Return of Documents to
Department of Housing and Urban Development
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per Mortimer 8/1/71)
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7-117 Classification Card - Bank Night Depository
Trap Device Reference File
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7-117a Descriptive Index Card - for Suspect and
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7-118 Report of Examinations of Stolen and Forged Benefit
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Document Section

7-118a Second Page for 7-118 - when necessary (available in
bond, thin white, and unblocked thin yellow)
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7-119 Frequency Control Form (thin white and M&T blocked
yellow available)
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7-120 MN Blood Grouping
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7-121 FM Radio System Data
Radio Engineering Section

7-122 Rh "D" Factor Data
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7-123 Rh Factor Data
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7-124 Certification Concerning Use of Voiceprint
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Radio Engineering Section, Security - Countermeasures
Unit

7-125 Evidence Acknowledgement
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....

Commitment Report
Physics-Chemistry Section (Mr. Stombaugh)

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Inquiries, Social Security Administration
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8-9 Letter Advising Communication Referred to Bureau of Alcohol, Tobacco, and Firearms (formerly 4-326a)
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8-9a Letter Advising Communication Referred to Division of Public Inquiries, Social Security Administration (formerly 4-326b)
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8-9b Letter Advising Communication Referred to Surgeon General, Public Health Service, Department of Health, Education, and Welfare (formerly 4-326c)
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8-9c Letter Advising Communication Referred to Immigration and Naturalization Service (formerly 4-326d)
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8-9d Letter Advising Communication Referred to Internal Revenue Service (formerly 4-326e)
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8-9e Letter Advising Communication Referred to Drug Enforcement Administration (formerly 4-326f)
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8-9f Letter Advising Communication Referred to the Bureau of Prisons (formerly 4-326g)
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8-9g Letter Advising Communication Referred to U. S. Postal Service (formerly 4-326h)
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8-9h Letter Advising Communication Referred to U. S. Secret Service (formerly 4-326i)
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8-13 Routing Memorandum (formerly 4-416)
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8-15 Tour Appointment Record (formerly 4-221)
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8-15a Tour Recapitulation Sheet
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8-16 Tour Data Record (formerly 4-222)
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8-17 Speaking Engagements (formerly 4-234)
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8-19 3x5 Charge Out for Magazine - FBI Library
(formerly RD-12 and 4-260)
Library, Research Section

8-20 Letter to Correspondent Advising Facts do not
come within Bureau's Jurisdiction (formerly 4-262)
Correspondence Unit, Correspondence and Tours Section

8-21 Title and Classification Card (Interesting Cases)
(formerly 4-272)
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8-23 Appointment for Tour (white card) (formerly 4-281)
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8-25 Christmas Card Record Showing Number of Cards for
Different Years - Sent, Received, Acknowledged
(3x4 13/16 inches - per instructions of Miss Gandy)
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available in yellow and pink for use in Correspondence
and Tours Section, External Affairs Division;
(formerly 4-406)
Director's Office; Correspondence Unit, Correspondence
and Tours Section

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Investigator" Requesting Article re Anniversary of
Employee
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8-36 Letter Advising Matter not within FBI's Jurisdiction
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- 8-37 Letter Advising Bureau Unable to Furnish Birth
Data Requested (formerly 4-439)
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- 8-39 Magazine Card (formerly 4-443)
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(formerly 4-557)
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- 8-44 Daily Schedule of Tour Leaders (formerly 4-582)
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- 8-44a Daily Schedule of Supplemental Tour Leaders
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- 8-46 Letter to SAC Requesting Telephone Directories
(unblocked yellow available) (formerly 4-600 and 4-213)
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- 8-47 Charge Out for Telephone Directories (formerly 4-601
and 3-214)
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- 8-48 Charge Out, Non-Bureau Library Books (formerly 4-614)
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- 8-49 Application for FBI Tour Leader (formerly 4-630)
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8-112	Letter to SAC Furnishing "Top Ten" Fugitive Publicity for Transmittal to Local Radio and Television Stations (thin white available) Press Services Office, Fugitive Publicity Unit																		
8-113	Airtel to SAC Sending Proposed Press Release for a "Top Ten" Replacement (thin green for original; M&T blocked yellow - page 1 only) Press Services Office, Fugitive Publicity Unit																		
8-114	Letter to Field Requesting Background Data Concerning Matters of Interest to the Bureau Relative to Sex Offenders, Parole and Probation Violators (thin white and blocked yellow available) Press Services Office, Fugitive Publicity Unit																		
8-116	Form Mail Record (various colors for each year) <table> <tr> <td>pink 1960</td> <td>pink 1966</td> <td>pink 1972</td> </tr> <tr> <td>white 1961</td> <td>yellow 1967</td> <td>yellow 1973</td> </tr> <tr> <td>green 1962</td> <td>green 1968</td> <td>blue 1974</td> </tr> <tr> <td>yellow 1963</td> <td>pink 1969</td> <td>white 1975</td> </tr> <tr> <td>blue 1964</td> <td>white 1970</td> <td></td> </tr> <tr> <td>white 1965</td> <td>blue 1971</td> <td></td> </tr> </table> (destroyed after 3 years - per Mr. Engelmeier, now replaced by Mr. Tykal) Correspondence Unit, Correspondence and Tours Section	pink 1960	pink 1966	pink 1972	white 1961	yellow 1967	yellow 1973	green 1962	green 1968	blue 1974	yellow 1963	pink 1969	white 1975	blue 1964	white 1970		white 1965	blue 1971	
pink 1960	pink 1966	pink 1972																		
white 1961	yellow 1967	yellow 1973																		
green 1962	green 1968	blue 1974																		
yellow 1963	pink 1969	white 1975																		
blue 1964	white 1970																			
white 1965	blue 1971																			
8-119	Letter to Field Requesting Interesting Cases (I.C.) Publications Unit, Research Section																		
8-123	Supply Inventory Correspondence Unit, Correspondence and Tours Section																		
8-126	Tour Letter - Advising Tour Arranged (thin white available) Correspondence Unit, Correspondence and Tours Section																		

8-127 Tour Letter - Advising Group Being Divided
(thin white available)
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8-128a 3 $\frac{1}{4}$ x 5 $\frac{1}{2}$ Return Postal Card (see history)
Correspondence Unit, Correspondence and Tours Section

8-133 Airtel to Handle Certain Correspondence (thin green
for original and M&T blocked yellow available)
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8-134 Work Sheet - Submissions to "The Investigator"
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8-136 Special Agent Tour Leaders Index Card
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8-136a Clerical Tour Leaders Index Card
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8-140 Reply to Request Concerning Purchase of Uniform
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8-145 Special-Tour Appointment Roster
Tour Unit, Correspondence and Tours Section

8-147 Special-Tour Schedule
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8-150 Appointment for Tour Groups
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8-151 Transmittal Request for Reprints
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8-152 Mailing List Charge Out
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8-158 Tour Control Assignments
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8-159 Media Contact Card
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8-160 Perforated Mail Tag for Director's Office and
Mail Room (green)
Correspondence Review Unit, Correspondence and
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- 8-161 Acknowledgment for Inquiries Seeking Information
not Available from Bureau
Correspondence Unit, Correspondence and Tours Section
- 8-162 Acknowledgment for Inquiries re Investigative
Matters not within Jurisdiction of FBI
Correspondence Unit, Correspondence and Tours Section

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blocked yellow available)
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- 9-3 ROUTING SLIP
- 9-4 ROUTING SLIP
- 9-6 Telephonic Inquiry (formerly 6-4)
Deserter Desk, Fugitive Section
- 9-7 Letter to Civil Service Commission Transmitting
Results of SGE and LEUN Investigations (formerly 6-5)
(thin white with letterhead available)
ESSIS*
- 9-7a M&T Blocked Yellow of Form 9-7
ESSIS*
- 9-8 Letter Ordering Field Investigation (per Manual)
(formerly 6-8) (thin white with heading for ORIGINAL;
M&T blocked yellow available - see history)
ESSIS*
- 9-10 Memorandum for Identification Division (re apprehension
of Subject) (formerly 6-11)
General Fugitive and Deserter Fugitive Units
Fugitive Section
- 9-11 Fugitive Memorandum for Armed Forces (formerly 6-11b)
Fugitive Section
- 9-12 Lead Card - Applicant (white) (formerly additional
colors of pink, yellow, and green) (formerly 6-12)
Referral and Departmental Applicant Units
ESSIS*

* Employees Security and Special Inquiry Section

9-13 ROUTING SLIP

9-14 Letter Ordering Investigation (Loyalty Cases)
(formerly 6-15) (thin white for original)
ESSIS*

9-14a M&T Blocked Yellow of Form 9-14 (formerly 6-15a)
ESSIS*

9-15 AEA-A Closing Letter (formerly 6-16)
ESSIS*

9-16 Letter Requesting Necessary Investigation for
Apprehension of Subject (requested by U. S. Board
of Parole) (formerly 6-19) (thin white only)
Fugitive Section

9-17 Request for Deserter Fugitive Investigation
(formerly 6-21) (preinserted carbon form)
Fugitive Section

9-19 Letter Transmitting Reports to the Director,
Security and Administrative Services Staff of
the Department (formerly 6-23)
(original on thin white with heading (8x7);
M&T blocked yellow available (8x10 $\frac{1}{2}$) - Shubatt)
ESSIS*

9-22 Rough Draft of Communication Concerning Fugitive
(formerly 6-27)
Fugitive Section

9-23 Notification Card (Fugitive Apprehension Notice) (blue)
(formerly 6-28)
General Fugitive Unit, Fugitive Section

9-25 Letter to SACs Enclosing Photograph (formerly 6-36)
(Enclosure to Form 9-34) (thin white and M&T blocked
yellow available)
Fugitive Section

9-26 Preliminary Inquiries - Full Field Investigations
Record of Pending Cases (formerly 6-39)
ESSIS*

9-28 Daily Statistics (formerly 6-49)
Case Review Unit
ESSIS*

9-30 Instructions - Case Typing (formerly 6-51)
ESSIS*

9-31 Error Form - Criminal Informants Monthly Letter of
Progress (formerly 6-56, 9-31; 0-53)
Criminal Informant Unit, Fugitive Section

9-33 Weekly Statistics Work Sheet (formerly 6-59)
(thin white only)
ESSIS*

9-34 Memorandum to Mechanical Section Containing
Instructions re Preparation of Identification Order
or Check Circular (formerly 6-63) (original on
unblocked bond; thin white available)
Fugitive Section

9-34a Draft of I.O. or Check Circular - (enclosure to
Form 9-34) (formerly 6-63a) (thin white and
unblocked yellow available)
Fugitive Section

9-35 Fugitive Index Card (with preinserted carbon)
(formerly 6-67)
General Fugitive Unit, Fugitive Section

9-38 5x8 Applicant Form (formerly 6-83)
ESSIS*

9-40 Rough Draft of Communication re Fugitive
(formerly 6-99)
Fugitive Unit, Fugitive Section

9-41 Log for Wanted Flyers and Identification Orders
(formerly 6-102)
Fugitive Unit, Fugitive Section

9-42 Deserter Fugitive Index Card (white)
(formerly 6-103)
Deserter Fugitive Unit, Fugitive Section

9-43 Permanent Information Card (light pink)
(formerly 6-104)
Deserter Fugitive Unit, Fugitive Section

9-44 Temporary Information Card (light blue)
(formerly 6-105)
Deserter Fugitive Unit, Fugitive Section

- 9-45 Follow-up Letter to Other Government Agencies
Conducting Foreign Investigations
(formerly 6-111)
(thin white with heading, and M&T blocked yellow
available)
-ESSIS*
- 9-46 Letter Notifying Civil Service Commission that a
Sensitive Security Form is being Processed
(formerly 6-112)
(thin white with heading - 8x7; M&T blocked yellow -
8x10 $\frac{1}{2}$ available)
ESSIS*
- 9-47 Letter to Initiate Investigations of Application
for Pardon after Completion of Sentence (APACS) Cases
(original on thin white with heading, and M&T blocked
yellow available)
Departmental Applicant Unit
ESSIS*
- 9-48 ROUTING SLIP
- 9-49 ROUTING SLIP

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 ESSIS*
- 9-52 Cover Sheet for Ticklers
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- 9-54 Rough Draft Confirmation to Field Offices re NCIC
 Inquiries
 Fugitive Section
- 9-55 Charge Out for Card for Deserter Index Cards (green)
 Fugitive Section Deserter Unit

* - Employees Security and Special Inquiry Section

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10-4	Record of Assignments to Inspectors (formerly 2-33)
10-5	Record of Inspection Assignments of Aides (formerly 2-35)
10-6	Inspectors Master Case Sheet (formerly 2-86)
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10-7	ROUTING SLIP
10-8	Inspectors' Statistical Sheet (formerly 2-92)
10-9	Inspectors' Interview Data (formerly 2-93)
10-10	Agent and Squad Performance (formerly 2-105)
10-12	Inspection Performance Report (formerly 2-119)
10-13	Inspector's Assignment Sheet (Field) (formerly FD-225 and 2-120)
10-13a	Inspector's Assignment Sheet (FBIHQ)
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10-14	Inspector's RA (Resident Agency) Data Request
10-15	Tabulation - Form Errors, Missed Fugitive Deadlines, Cases Closed by Inspectors
10-16	Inspectors' Informant Rating

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- 12-1 Letter to SAC Transmitting Bonds, Salary Checks, Checks in Payment of Accounts for which Vouchers were Rendered (formerly 3-2) (thin white available) Data Processing Section, Payroll Distribution Unit
- 12-2 Letter to SAC Transmitting Various Types of Checks (formerly 3-4) (thin white and M&T blocked yellow available) Data Processing Section, Voucher Unit
- 12-3 Request to Mail (check, bond) (blue) (formerly 3-5) Data Processing Section, Payroll Distribution Unit
- 12-4 Address and Salary Check Information (separation) (pink and yellow - per approval of Hall and J. E. Reilly) Data Processing Section, Payroll Distribution Unit
- 12-5 Certification for Attachment to Voucher (formerly 3-21) Data Processing Section, Voucher Unit
- 12-6 Breakdown of Charges (used to record emergency purchase payments as contrasted with Form 3-13 which is used in connection with contracts) (formerly 3-47) Data Processing Section, Voucher Unit
- 12-6a Breakdown of Xerox Charges (formerly 3-47a) Data Processing Section, Voucher Unit
- 12-7 Confidential Voucher Register (Office) (formerly 3-64) Data Processing Section, Voucher Unit
- 12-8 Transmittal Letter for Bonds, Expense and Salary Checks (formerly 3-72) (unblocked yellow available) Data Processing Section, Payroll Distribution Unit
- 12-9 Record of Bonds and/or Checks Mailed for Personnel of Legal Attache Offices (formerly 3-98) (blocked yellow available) Data Processing Section, Voucher Unit

12-10 Letter to Foreign Offices Advising of Disposition
of Checks (formerly 3-99) (thin white available)
Data Processing Section, Voucher Unit

12-11 Statement of Differences (formerly 3-167) (thin white
available)
Data Processing Section, Voucher Unit

12-12 Letter re Advance of Funds (formerly 3-169) (thin
white and unblocked yellow available)
Data Processing Section, Voucher Unit

12-13 Work Report (formerly 3-193)
Data Processing Section, Voucher Unit

12-14 Charge-out Record (formerly 3-221) (pink and white)
Data Processing Section, Voucher Unit

12-15 Letter Requesting Prompt Submission of GTR and Voucher
(formerly 3-231) (thin white and M&T blocked yellow
available)
Data Processing Section, Voucher Unit

12-16 Voucher Record (formerly 3-261)
Data Processing Section, Voucher Unit

12-17 Letter to Creditor Requesting Specific Data re
Purchase Orders (formerly 3-262) (thin white
available - no YELLOW - per Coxes and Dean 5/19/70)
Data Processing Section, Voucher Unit

12-18 Travel Authority Card (formerly 3-284)
Data Processing Section, Voucher Unit

12-19 Confidential Receipt (formerly 3-308) (white bond
and green bond - 25 sets to a book)
Data Processing Section, Voucher Unit

12-20 Payments to Informants Work Sheet (formerly 3-318)
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12-21 Post and Quarters Card (formerly 3-332)
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12-22 Individual Earnings Record (formerly 4-83, 3-370)
Data Processing Section, ADPU*

12-23 Kidnaping, Extortion and Bank Robbery Statistics
(formerly 4-126, 3-373)
Data Processing Section, ADPU*

12-24 Weekly Divisional Count of Employees (formerly 4-337,
3-392)
Data Processing Section, Personnel Statistics Subunit

12-25 Work Report (formerly 4-349, 3-393)
Data Processing Section, All Units

12-26 General Ledger (formerly 4-378, 3-394)
Data Processing Section, Cost Subunit

12-27 Personal Services Obligations Statistics (preinserted
carbon form) (formerly 4-380, 3-395)
Data Processing Section, ADPU*

12-28 Federal Statistics Summary Sheet (formerly 4-382,
3-396)
Data Processing Section, Federal Subunit

12-29 FBI Bond Summary List (formerly 4-384, 3-398)
Data Processing Section, ADPU*

12-30 Daily Usage Record - Automatic Data Processing System
(formerly 4-463, 3-410)
Data Processing Section, ADPU*

12-31 Record re Loot Taken, Recovered (formerly 4-543, 3-422)
Data Processing Section, ADPU*

12-32 Canceled Check - Master Register (formerly 4-549, 3-427)
Data Processing Section, ADPU*

12-33 FBI Vehicle Operating Cost for Period (formerly 4-550,
3-428)
Data Processing Section, ADPU*

*Automatic Data Processing Unit

12-34 Comprehensive Pay List (formerly 4-565, 3-431)
Data Processing Section, ADPU*

12-35 ADEX Card (formerly 4-590, 3-435) (white, buff,
green, yellow, blue - per Mr. Davis 9/19/72)
Data Processing Section, ADPU*

12-36 Notice of Adjustment of Leave Records
(formerly 4-602, 3-438)
Data Processing Section, Payroll Preparation Subunit

12-37 Monthly Field Office Statistical Report
(formerly 4-603, 3-439)
Data Processing Section, ADPU*

12-38 Request for Automatic Data Processing (ADP) Tabulation
(formerly 4-610, 3-442)
Data Processing Section, ADPU*

12-39 Tape Control Record - Automatic Data Processing System
(white and pink card stock) (formerly 4-616, 3-443)
Data Processing Section, ADPU*

12-40 S. G. E. Forms Master Sheet (formerly 4-183, 3-444)
Data Processing Section, ADPU*

12-41 Statement of Earnings (formerly 4-102, 3-457)
Data Processing Section, ADPU)

12-42 Personnel Statistics Master Tape (formerly 3-464)
Data Processing Section, ADPU*

12-43 Number of Employees on Rolls as of 9:00 A.M.
(formerly 3-468)
Data Processing Section, ADPU*

12-43a Personnel Allowed F. Y. _____ VS, Assigned
9:00 A.M. (formerly 3-468a)
Data Processing Section, ADPU*

12-44 Daily Report of Personnel as of 9:00 A.M.
(formerly 3-469)
Data Processing Section, ADPU*

12-45 Subunit Work Report (formerly 3-474)
Data Processing Section, Voucher Unit

12-46 FBI Voucher-Register of Other Expenses (formerly 3-475)
Data Processing Section, Cost Subunit

- 12-47 "White Slip" (formerly 3-480)
 Data Processing Section, Voucher Unit
- 12-48 Report of all Work Pending (Field Offices)
 (formerly 3-482)
 Data Processing Section, Federal Subunit
- 12-49 Report of all Work Pending (Legal Attache Offices)
 (formerly 3-483)
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12-52	Transmittal Letter for Autostats of Invoices (formerly 3-486) (thin white and M&T blocked yellow available) Data Processing Section, Voucher Unit
12-53	Internal Accounting Information (formerly 3-491) Data Processing Section, Voucher Unit
12-54	General Ledger Entries - FBI Payroll Schedules (formerly 3-511) Data Processing Section, Cost Subunit
12-55	Record of Transfer (formerly 3-519) Data Processing Section, Payroll Distribution Unit
12-56	Vehicle Inventory Tape (formerly 3-520) Data Processing Section, ADPU*
12-57	Request for Review of Time and Attendance (T&A) Cards (formerly 3-529) Data Processing Section, Payroll Preparation Subunit
12-58	Home Leave Record (formerly 3-530) Data Processing Section, Voucher Unit; Intelligence Division, Section CI-4
12-59	W-2 Comprehensive Listing (formerly 3-535) Data Processing Section, ADPU*

* Automatic Data Processing Unit

12-60 Payroll Change Slip (formerly 3-542)
Data Processing Section, ADPU*

12-61 Certification Listing (employees to be considered
for Within-Grade Increases) (formerly 3-543)
Data Processing Section, ADPU*

12-62 Master Inventory List (formerly 3-553)
Data Processing Section, ADPU*

12-63 Payroll Master Name Index Form (formerly 3-569)
Data Processing Section, ADPU*

12-64 Agent and Squad Performance (formerly 3-571)
Data Processing Section, ADPU*

12-65 360 Operating Instructions (green and white available)
(formerly 3-573)
Data Processing Section, Procedures Unit

12-66 Advance Notice re Employees to be Considered for
Within-Grade Increase (formerly 3-582)
Data Processing Section, ADPU*

12-67 Record Layout Work Sheet (formerly 3-583)
Data Processing Section, ADPU*

12-68 VOT Summary List (formerly 3-586)
Data Processing Section, ADPU*

12-69 Written Agreement of GS-4 Clerk-Stenographer or
GS-3 Clerk-Typist to Remain with Bureau for Twelve
Months (formerly 3-591)
Data Processing Section, Voucher Unit

12-71 Programming Work Specifications (formerly 3-609)
Data Processing Section, Procedures Unit

12-72 W-4 Adjustment Request (formerly 3-615)
Data Processing Section, Payroll Preparation Subunit

12-73 Summary Sheet - Remittance Record for Net Pay to
Financial Organization (formerly 3-616)
Data Processing Section, Payroll Preparation Subunit

12-74 Line Trouble Report (formerly 3-623)
Data Processing Section, ADPU*

12-75 Report of Offenses Committed During the Month (#90)
(formerly 4-361, 3-408, 8-53)
Uniform Crime Reporting Section

12-76 Daily Work Report (formerly 8-55)
Uniform Crime Reporting Section

12-78 Number of Full-time Law Enforcement Employees as
of _____ (formerly 4-73, 3-368, 8-76),
PINK BOND - (FOR LARGE CITIES)
Uniform Crime Reporting Section

12-78a Number of Full-time Law Enforcement Employees as
of _____, GREEN BOND - (FOR SMALLER CITIES)
Uniform Crime Reporting Section

12-78b Number of Full-time Law Enforcement Employees as
of _____, BLUE BOND - (FOR COUNTIES)
Uniform Crime Reporting Section

12-79 Consolidated Monthly Report (formerly 4-156, 3-377,
8-79)
Uniform Crime Reporting Section

12-79a Consolidated Monthly Report - Traffic Summary
(formerly 8-79a)
Uniform Crime Reporting Section

12-80 Consolidated Daily Report (formerly 4-157, 3-378, 8-80)
Uniform Crime Reporting Section

12-81 Tally Sheet for Return C (formerly 4-189, 3-379, 8-81)
Uniform Crime Reporting Section

12-83 Agency Check List (formerly 4-216, 3-382, 8-84)
Uniform Crime Reporting Section

12-84 Supplementary Homicide Report (formerly 4-220,
3-383, 8-85)
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- 12-87 Tally Book, Return A and Supplementary Report of Offenses (formerly 4-456, 3-407, 8-92);
(consolidated with Form 12-91)
Uniform Crime Reporting Section
- 12-88 Register of Persons Charged (#131) (formerly 4-490, 3-411, 8-93)
Uniform Crime Reporting Section
- 12-89 Register of Offenses Known (#130) (formerly 4-491, 3-412, 8-94)
Uniform Crime Reporting Section
- 12-90 Age, Sex and Race of Persons Arrested - 18 years of age and over (formerly 4-492, 3-413, 8-95)
Uniform Crime Reporting Section
- 12-90a Age, Sex and Race of Persons Arrested - under 18 years of age (formerly 8-95a) (pink bond)
Uniform Crime Reporting Section
- 12-92 Instructions for Preparing Return B and Instructions for Preparing Return C (formerly 4-494, 3-415, 8-97)
Uniform Crime Reporting Section
- 12-93 Tally Sheet - Age, Sex, and Race of Persons Arrested (18 years of age and over, and under 18 years of age) (formerly 4-495, 3-416, 8-98)
Uniform Crime Reporting Section
- 12-93a Tally Book, Age, Sex, and Race of Persons Arrested (on monthly basis; 18 years of age and over) (formerly 8-98a)
Uniform Crime Reporting Section

- 12-93b Tally Book, Age, Sex, and Race of Persons Arrested
(on monthly basis; under 18 years of age) (pink)
(formerly 8-98b)
Uniform Crime Reporting Section
- 12-94 Follow-up Letter for Outgoing Correspondence Relative
to Uniform Crime Reporting (formerly 4-506, 3-417,
8-99)
Uniform Crime Reporting Section
- 12-95 Return A, Monthly Return of Offenses Known
(blue - for use in counties;
green - for use in small cities;
pink - for use in large cities;
white, yellow, orange - for administrative purposes
(per Crone 1/10/74))
- 12-98 Trend Letter to Contributor Concerning Noticeable
Change in Crime Figures (formerly 3-459, 8-108)
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- 12-99 Monthly Return A, B, C, Violation Record
(formerly 4-544, 3-423, 8-111)
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12-101	Supply Request - Uniform Crime Reporting Program (yellow bond) (formerly 8-137) Uniform Crime Reporting Section
12-102	General Purpose Form for Preparation of Quarterly Preliminary Releases and Annual Bulletin (2-part) (formerly 8-138) Uniform Crime Reporting Section
12-103	General Purpose Form - Uniform Crime Reporting Return A Supplement (formerly 8-139) Uniform Crime Reporting Section
12-104	Request for Current Population Data (Cities) (formerly 8-141) Uniform Crime Reporting Section
12-104a	Request for Current Population Data (Counties) (formerly 8-141a) Uniform Crime Reporting Section
12-105	GS-5 Work Report (formerly 8-142) Uniform Crime Reporting Section
12-106	GS-2, GS-3, GS-4, Work Report (formerly 8-143) Uniform Crime Reporting Section
12-108	Law Enforcement Officers Killed or Assaulted (formerly 8-156 (yellow bond)) Uniform Crime Reporting Section

12-108a Tally Sheet for Law Enforcement Officers Killed
or Assaulted (green bond)
Uniform Crime Reporting Section

12-109 Weekly Delinquency Report
All Sections

12-110 Communication to Law Enforcement Agencies re
UCR Matters
Uniform Crime Reporting Section

12-111 Coding Sheet for Individual Computerized Criminal
History (1st segment) (formerly 8-153, 1-422)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-112 Coding Sheet for Individual Computerized Criminal
History (2nd, 3rd, and 4th segments)
(formerly 8-154, 1-423)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-113 Coding Sheet for Individual Computerized Criminal
History (supplemental segment)
(formerly 8-155, 1-424)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-114 Coding Sheet for Computerized Criminal History
Modifications (formerly 8-157, 1-425)
(white bond with BLUE ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-115 Disk Inventory Control (green ledger paper)
Data Processing Section, ADPU*

12-116 Communication to Law Enforcement Agencies re
NCIC Matters
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All Units

12-117 Programming Evaluation Sheet
Data Processing Section

12-118 UCR States Record Layout Work Sheet
Data Processing Section (Liefer)

12-119 "To Whom It May Concern" Statement re Leave Taken
Data Processing Section

12-120 Adjusted Leave Request
Data Processing Section, Payroll Preparation Unit

12-121 Scheduler Update Sheet
Data Processing Section

12-122 NCIC Letter to Participating Agencies
(request for correct FBI Number)
NCIC Section, Computerized Criminal History Unit

12-123 NCIC Letter to Participating Agencies (re death of
individual)
NCIC Section, Computerized Criminal History Unit

12-124 NCIC Letter to Participating Agencies
(re disposition received - unclear)
NCIC Section, Computerized Criminal History Unit

12-125 NCIC Letter to Participating Agencies
(request for action to expunge certain records)
NCIC Section, Computerized Criminal History Unit

12-126 NCIC Letter to Participating Agencies
(request to clarify unfamiliar or unclear records
for accurate coding)
NCIC Section, Computerized Criminal History Unit

12-127 NCIC Letter to Participating Agencies
(review effected; record up to date before dissemina-
tion of complete CCH record)
NCIC Section, Computerized Criminal History Unit

12-128 NCIC Letter to Participating Agencies
(re deletion of referenced arrest from subject's
record; expunge information indicated enclosed
source documents)
NCIC Section, Computerized Criminal History Unit

- 12-129 NCIC Letter to Participating Agencies
(update state records re death of certain individuals)
NCIC Section, Computerized Criminal History Unit
- 12-130 NCIC Letter to Participating Agencies
(re monitored messages deleting cycles from CCH;
forwarded to assist you in security aspect your system)
NCIC Section, Computerized Criminal History Unit
- 12-131 NCIC Letter to Participating Agencies
(re enclosed monitored MESSAGE (in contrast to
MESSAGES in Form 12-130) deleting cycles from CCH;
forwarded to assist you in security aspect your system)
NCIC Section, Computerized Criminal History Unit
- 12-132 NCIC Letter to Participating Agencies
(submit original and recent fingerprint card captioned
individual, or record will be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-133 NCIC Letter to Participating Agencies
(re existence of original and recent fingerprint
cards of individuals indicating arrests, records will
be removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-134 NCIC Letter to Participating Agencies
(re subjects attaining age eighty; arrest records
removed from CCH File)
NCIC Section, Computerized Criminal History Unit
- 12-135 NLET Message Control Log
NCIC Section, NCIC Operations Unit

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0-4a Invoice of Contents (yellow copy of 0-4)	1-19-67
0-5 Personnel Report	2-11-66
0-6 Routing Slip to the Department (consolidated with 0-6a through 0-6d)	^{Printed: 1st} [2-4-73] 10-29-74
0-7 Routing Slip to the Field (consolidated with 0-24 and 0-25)	12-17-73
0-9 Teletype Form (thin green)	2-14-74
0-11 Mechanical Section Requisition (Printing Unit)	4-10-74
0-11a Mechanical Section Requisition (Photo Unit) (yellow bond)	4-10-74
0-13 Personnel Information Card (blue)	10-10-74
0-14 Routing Slip from Bureau to Other Government Agencies	8-15-72
0-14a Routing Slip to: Director, Bureau of Personnel Investigations Civil Service Commission	8-15-72
0-14b Routing Slip to: Deputy Assistant Secretary for Security Department of State	8-15-72
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[0-14e Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Chief, Personnel Security Division [4-1-75]
 -8-15-72

0-14f Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Deputy Director for Operations 3-28-73

[0-14h Routing Slip to:
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0-14i Routing Slip to:
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0-14u Routing Slip to:
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0-14v Routing Slip to:
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*Deleted
(Counsel 0-14-72)*
 4/30/75

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"O" FORM BOOK

(Forms available to two or more Divisions at FBIHQ)

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0-20	Newspaper Clipping Form (Washington Capitol News Service only) (white bond only)	8-5-74
0-26	Personnel Requisition for Clerical Employees	6-5-72
0-30	Drawer Check Record	No date
0-31	Delinquent Serials (charged out over five days)	12-19-66
0-32	Files Charged Out Over Five Days	12-31-58
0-33	Stenographers and Typists Daily Report	11-8-72
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0-70 Letter of Transmittal to AAG (Assistant Attorney General)	3-28-72
0-72 Magnetic-Card Master (All Divisions)	6-5-72

0-73 Message Relay (Original on green bond (exception);
 blocked thin yellow available)
 Divisions V, VI, IX) 2-13-75

[0-73a Abstract for Form 0-73
 (Divisions V, VI, IX) 7-20-73

0-74 Multiple Promotions Recommendation for
 Non-Agent (GS-2 to GS-3) Personnel
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 (thin white and blocked yellow available) *revised 4/29/75*
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0-76 Training Request, Government Employees
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FBI INDEXING PROCEDURES

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The FBI utilizes a system of maintaining its over 6,500,000 investigative, personnel, and administrative files by which all information on a given subject is channeled into one file. In order to facilitate control of the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (1) general classification and nature of the violation; (2) the individual case file in this category; and (3) serialization of each piece of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned in the Kidnaping (7) classification. Our files are maintained in 185 classifications. A list of these classifications is attached.

The key to these numerically maintained files is the general index presently consisting of over 58,000,000 index cards on all manner of subject matters but primarily a name index of individuals. This master index must be searched to determine what information, if any, the FBI may have in its files. In view of this system, each communication must have a subject.

The classifier in the Classifying Unit of the Mail Processing Unit of the Records Section in the Files and Communications Division designates the "subject" of the particular communication on which a "main" index card is prepared; assigns the classification showing the violation or nature of the matter involved; and designates names in the body of the communication on which "see" (contraction for see reference or cross-reference) index cards are to be prepared.

The "main" index card denotes that the name on index card is the subject of the file and the name on "see" index card indicates the name is not the main subject of the file but that the name only appears in a specific communication filed in the file of a different subject matter.

The subject of the file may be on a variety of topics such as an individual, organization, company, publication, foreign intelligence activities, or such administrative items as space, equipment, or automobile accidents involving FBI automobiles.

After the classifier has designated the "subject" and assigned the classification for the communication, the classifier designates the names in the body of the communication on which "see" index cards are to be prepared. The nature and extent of

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detail in the communication require the classifier to utilize judgment as to whether information should be designated for index cards. The classifier has general guidelines for each of the 185 classifications. Generally, in a criminal-type matter, the following will be cross-indexed: suspects; uncooperative individuals; anyone giving assistance to the subject such as a person who allowed a bank robber to use his car while committing a bank robbery; person passing, possessing and disposing of ransom money; fences of stolen property; titles of song sheets or films being distributed in violation of copyright laws; madames and procurers; a person suspected of harboring a fugitive, and the original complainant in the case. Complainant is indexed so that the investigation can be identified should the complainant make inquiry regarding his allegation at a later date.

In security-type investigations, the classifier is governed by the type of investigation and the nature and extent of the information in the communication. The classifier will generally index associates and relatives of the subject; members of organizations under investigation or determined to be possible subversive; individuals contributing funds to subversive-type activity; subversive or seditious publications; writers of articles in subversive or seditious publications; bookstores specializing in subversive-type publications and related types of information.

As an example of such indexing, the following indexing would occur in connection with a case involving the investigation of an extortion threat against Congressman X in which the individual making the threat is unknown. The vast majority of extortion cases we receive involve threats against individuals by unknown individuals. As previously stated, each file must have a subject to insure all mail on a matter is filed in one place. Accordingly, in order to insure that all mail on an investigation is placed in the same file, the victim's name is used as the subject of the file when the individual who made the threat is unknown. Accordingly, Congressman X, as the victim, would be subject of the file for mail filing purposes. The "main" index card prepared would show that he is the victim and not the extortionist. "See" index cards will be prepared on any individuals suspected of writing the threatening letter. If a suspect is later identified as the extortionist, a "main" index card is prepared on his name to indicate we now have a file on this individual as the subject of a specific criminal investigation.

As previously stated, access to the numerically maintained files is through the index cards maintained in the general index. The index cards are, accordingly, retained as long as the file is in existence.

Age of information in FBI files covers a relatively short span of years. FBI had a relatively small number of files until the President, in 1939, directed the FBI to be responsible for the internal security of the United States. In view of this and, as the number of violations of law over which the FBI has jurisdiction has increased greatly since 1939, the vast majority of FBI files has been created since

1939. We do, however, have a program for destroying files which no longer have a contemporary value. Regulations of the National Archives and Records Service, General Services Administration, issued under authority of Chapters 29, 31, and 33, Title 44, U.S. Code, govern our file retention and destruction procedures. When the files are destroyed, the "main" and "see" cards for all matters in the files are pulled from the general index and destroyed.

CLASSIFICATIONS

1. Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2. Neutrality Matters
3. Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than income)
12. Narcotics
14. Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injunction - Obsolete
17. Veterans' Administration Matters
18. May Act
19. Censorship Matters (obsolete)
21. Food and Drugs
23. Prohibition
24. Profiteering (obsolete)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
35. Civil Service
36. Mail Fraud
39. Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosive (obsolete)
42. Deserter; Deserter - Harboring
43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous-- Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging

Naval, Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.

44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws-Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraft)
46. Fraud Against the Government: Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil); Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violations (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (Obsolete)
58. Bribery; Conflict of Interest
60. Anti-Trust
61. Treason or Misprision of Treason
62. Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
63. Miscellaneous - Non-Subversive - including:
 - Black Market in Railroad Tickets (obsolete)
 - Civil Aeronautics Act (Obsolete)
 - Eight-Hour-Day Law
 - Federal Judiciary Investigations
 - Federal Juvenile Delinquency Act
 - Kickback Racket Act
 - Lands Division Matter (Condemnation Proceedings)
 - Miscellaneous - Civil Suit
 - Miscellaneous - O.P.A. Violations (Civil) (Obsolete)
 - Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
 - Soldiers and Sailors Civil Relief Act of 1940

Tariff Act of 1930

Top Hoodlum Coverage

Unreported Interstate Shipment of Cigarettes

Federal Cigarette Labeling and Advertising Act

64. Foreign Miscellaneous

65. Espionage

66. Administrative Matters

67. Personnel Matters

68. Alaskan Matters (Obsolete)

69. Contempt of Court

70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property

71. Bills of Lading Act

72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations

73. Application for Pardon After Completion of Sentence and Application for Executive Clemency

74. Perjury

75. Bondsmen and Sureties

76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator

77. Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)

78. Illegal Use of Government Transportation Requests

79. Missing Persons

80. Laboratory Research Matters

81. Gold Hoarding (Obsolete)

82. War risk Insurance (National Service Life Insurance) (Obsolete)

83. Court of Claims

84. Reconstruction Finance Corporation Act (Obsolete)

85. Home Owner Loan Corporation (Obsolete)

86. Federal Lending and Insurance Agencies

87. Interstate Transportation of Stolen Property (Fraud by wire, Radio, or Television)

88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony

89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute

90. Irregularities in Federal Penal Institutions

91. Bank Burglary; Bank Larceny; Bank Robbery

92. Anti-Racketeering; A.R.- Lea Act; A.R.- Interference with Government Communications System; A.R.- HOBBS Act

93. Ascertaining Financial Ability

94. Research Matters

95. Laboratory Cases (Examination of Evidence in Other Than Bureau Cases)

96. Alien Applicants (Obsolete)
97. Registration Act
98. Sabotage
99. Plant Survey (Obsolete)
100. Subversive Matter (Individuals); Internal Security (Organizations)
101. Hatch Act (Obsolete)
102. Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete)
105. Internal Security (Nationalistic Tendency - Foreign Intelligence) (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete)
107. Denaturalization Proceedings (Obsolete)
108. Foreign Travel Control (Obsolete)
109. Foreign Political Matters
110. Foreign Economic Matters
111. Foreign Social Conditions
112. Foreign Funds
113. Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete)
115. Bond Default; Bail Jumper
116. Atomic Energy Act-Applicant; Atomic Energy Act-Employee
117. Atomic Energy Act-Criminal
118. Applicant - Central Intelligence Agency (Obsolete)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121. Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123. Special Inquiry-State Department - Voice of America (U. S. Information Center) (Public Law 402 - 80th Congress)
124. European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126. National Security Resources Board - Special Inquiry (Obsolete)
127. Sensitive Positions in the U. S. Government - Public Law 266 (Obsolete)

- 128. International Development Program (Foreign Operations Administration)
- 129. Evacuation Claims (Obsolete)
- 130. Special Inquiry - Armed Forces Security Act (Obsolete)
- 131. Admiralty Matter
- 132. Special Inquiry - Office of Defense Mobilization (Obsolete)
- 133. National Science Foundation Act - Applicant (Obsolete)
- 134. Security Informants
- 135. PROSAB (Protection of Strategic Air Command Bases of U.S.A. Air Force)
- 136. American Legion Contact (Obsolete)
- 137. Criminal Informants
- 138. Loyalty of Employees of the United Nations and Other Public International Organizations
- 139. Interception of communications (Formerly Unauthorized Publication or Use of Communications)
- 140. Security of Government Employees; S.G.E. - Fraud Against the Government
- 141. False Entries in Records of Interstate Carriers
- 142. Illegal Use of Railroad Pass
- 143. Interstate Transportation of Gambling Devices
- 144. Interstate Transportation of Lottery Tickets
- 145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
- 146. Interstate Transportation of Prison Made Goods
- 147. Federal Housing Administration Matters
- 148. Interstate Transportation of Fireworks
- 149. Destruction of Aircraft or Motor Vehicles
- 151. (Referral cases received from CSC under P. L. 298)
 - Agency for International Development
 - Atomic Energy Commission (Civil Service Commission)
 - National Aeronautics and Space Administration
 - National Science Foundation
 - Peace Corps; Action
 - U.S. Arms Control and Disarmament Agency
 - World Health Organization
 - International Labor Organization
 - U.S. Information Agency
- 152. Switchblade Knife Act
- 153. Automobile Information Disclosure Act
- 154. Interstate Transportation of Unsafe Refrigerators
- 155. National Aeronautics and Space Act of 1958
- 156. Welfare and Pension Plans Disclosure Act

157. Extremist Matters; Civil Unrest
158. Labor-Management Reporting and Disclosure Act of 1959
(Security Matter) (Obsolete)
159. Labor-Management Reporting and Disclosure Act of 1959
(Investigative Matter)
160. Federal Train Wreck Statute
161. Special Inquiries for White House, Congressional Committees
and Other Government Agencies
162. Interstate Gambling Activities
163. Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transportation in Aid of Racketeering
167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete)
170. Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete)
172. Sports Bribery
173. Public Accommodations-Civil Rights Act of 1964
Public Facilities-Civil Rights Act of 1964
Public Education-Civil rights act of 1964
Employment-Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats
(Formerly Bombing Matters; Bombing Matters-Threats)
175. Assaulting the President (or Vice-President) of the
United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling
Business - Obstruction; Illegal Gambling Business
Forfeiture
183. Racketeer Influenced and Corrupt Organizations
184. Police Killings
185. Protection of Foreign Officials and Official Guests of
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FD-1d	- Assignment Card (preinserted carbon, white, blue, white, yellow)		1-20-58
FD-4	- Routing Slip	offset paper	3-1-73
FD-5	- File - Serial Charge Out	green bond	6-17-70
FD-9	- Identification Record Request	white bond	4-28-65
FD-10	- Disposition Request	white bond thin white	3-15-73
	FD-10.1		
FD-24	- National Bankruptcy Act Investigations	thin white	12-7-64
FD-26	- Consent to Search Premises (available in Spanish)	white bond	8-19-74
FD-28	- Daily Report	white bond	6-20-72
[FD-29	- Monthly Administrative Report	thin white	[1-21-75]
[FD-29a	- Administrative Report	thin white	[1-21-75]
FD-29g	- Administrative Report, Accounting Cases	thin white	12-19-73
FD-29h	- Administrative Report, Accounting Cases (Totals Sheet)	thin white	12-19-73
FD-29i	- Administrative Report, Accounting Personnel	thin white	12-19-73
[FD-31	- Register No. 1 (Agents)	offset paper	[10-1-74]
FD-36	- Teletype Form	thin blue blue bond*	5-22-64
	FD-36.1		
FD-37	- Explanation of Charge for Information (Blue Slip)	blue bond	5-20-70
FD-39	- Field Firearms Training	white card stock	12-11-59
FD-40	- Field Firearms Training Record	white bond	10-29-71
FD-41	- Scientific Training Record	white bond	12-20-60
FD-48	- Field Office Register No. 2	white bond	12-4-58
FD-56	- Stop Notice	white card stock	11-9-66

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KEY: (WH) - with heading

* - replaces mimeograph paper

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-57	- Mail Cover Index Card		white card stock	6-25-73
FD-61	- Identification Order or Check Circular Request	FD-61.1 FD-61.2	white bond thin white thin yellow	2-23-68
FD-65	- Fugitive Form Letter	FD-65.2	white bond thin yellow	7-9-73
FD-67	- Acknowledgment of Transfer Orders		white bond	2-14-74
FD-71	- Complaint Form (preinserted carbon)			7-21-67
FD-73	- Auto Record		white card stock	10-14-54
FD-76	- Field Stenographer's and Typist's Daily Report (preinserted carbon)			3-27-68
FD-77	- Dictation Slip		yellow bond	10-13-66
FD-79	- Charge-out Record of Nonexpendable Property		white bond	1-1-45
FD-85	- Error Form (Field and FBIHQ - tablet form)		white bond	2-5-60
FD-107	- Duplicate Property Record		white card stock	4-8-71
FD-109	- Records Transferred of Agent Transferred		white bond	9-27-72
FD-111	- Semiannual Motor Vehicle Report, Cost of Operation and Accrued Mileage of Bureau-owned Vehicles		white bond	3-22-73
FD-111a	- Semiannual Motor Vehicle Report, Overhead and Indirect Expenses		white bond	6-29-59
FD-113	- Administrative Report Data		white bond	12-19-73
FD-120	- Notice of Tardiness		white bond	12-22-54
FD-122	- Recommendation for Preparation of, or Change in, ADEX Card	FD-122.1 FD-122.2	white bond thin white (WH) thin yellow	3-12-74
FD-123	- Request for Information Concerning Savings Bond Purchases	FD-123.1 FD-123.2	white bond thin white (WH) thin yellow	3-15-73
FD-125	- Record Request		white bond	7-20-73
FD-127	- Daily Report of Chief Clerk's Office		white bond	6-12-74
FD-128	- Letter Changing Office of Origin in Security Cases	FD-128.1	thin white (WH) thin yellow	3-12-74
FD-132	- Request for Approval of Local Police School and/or Assignment of Bureau Instructors	FD-132.1	thin white (WH) thin yellow	2-1-63

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-134	-- Form Memorandum	offset paper	4-29-64
FD-135	-- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	-- Application for Employment	offset paper	4-9-73
FD-145	-- Waiver of Indictment	white bond	No date
FD-149	-- Lead Sheet	thin white	3-18-65
FD-150	-- Monthly Recap of Cost of Operation and Accrued Mileage of Bureau-owned Motor Vehicles	white bond	7-11-66
FD-150a	-- Cost of Operation of Bureau-owned Motor Vehicle	white bond	4-10-69
FD-159	-- Record of Information Furnished Other Agencies	thin white	5-23-66
FD-160	-- Indices Search Slip	white bond	3-23-71
FD-161	-- Report of Stamps Used	white bond	10-31-58
FD-164	-- Application to Nominate Representative to Attend FBI National Academy	white bond	7-10-74
FD-165	-- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	-- Absence Schedule	white bond	No date
FD-173	-- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	-- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
	FD-177.1		
FD-178	-- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	-- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
FD-180	-- Letter to Any Person Who is Acquainted with Registrant Who May Know His Whereabouts (Selective Service Cases)	white bond	3-15-73
FD-181	-- Letter to Postmaster (Selective Service Cases)	white bond	3-15-73
FD-182	-- Letter to Registrant (in Spanish) (Selective Service Cases)	white bond thin yellow	3-15-73
	FD-182.1		
FD-183	-- Reemployment Rights Following Military Service	offset paper	7-10-74

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-185	- Report of Performance Rating	white bond	10-26-70
[FD-185a	- Performance Rating Guide for Investigative Personnel	white bond	[11-11-74]
[FD-185b	- Performance Rating Guide for Clerical Personnel	white bond	[11-11-74]
FD-186	- Memorandum re Posting of Information on ADEx Card	white bond	10-5-72
FD-188	- Letter Requesting Verification of Present or Prior Military Service (Selective Service Cases)	FD-188.1 thin white (WH) thin yellow	3-3-69
FD-189	- Employee's Salary and Assignment Changes	white bond	9-8-72
FD-190	- Interview Form	white bond	2-13-74
FD-191	- Notification of Arrest of Juvenile	FD-191.1 thin white (WH) thin yellow	1-24-63
FD-192	- Bulky Exhibit - Inventory of Property Acquired as Evidence	FD-192.1 green bond thin white	10-6-65
FD-193	- Report of Exit Interview and Separation	white bond	7-10-74
FD-195	- Statement of Federal Service	ADP Card	3-23-59
FD-196	- Request for Search in National Fraudulent Check File	thin white	5-13-71
FD-197	- File Locate	white bond	1-14-60

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FD-204	- Investigative Report	FD-204.1 thin white offset paper*	3-3-59
FD-205	- Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207	- Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208	- Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209	- Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210	- Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211	- Record of Registered Mail Received from Bureau	thin white	3-18-66
[FD-212	- Monthly Automotive Inspection Report	white bond	[6-5-74]
FD-213	- Dictation Assignment	white bond	3-25-68
FD-215	- Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a	- Combined Security Patrol Report	white bond	5-9-74
FD-215b	- Security Patrol Log	white bond	5-18-66
FD-217	- Notification of Bureau File Number	yellow bond	2-7-68
FD-218	- Supply Requisition	white bond	2-21-74
FD-220	- Deserter Fugitive Airtel	FD-220.1 FD-220.2 (blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a	- Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221	- Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
FD-221a	- Request for Funds for Payment to Informant	white bond	7-15-70

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-222	- Nonexpendable Inventory Record Card (preinserted carbon)		1-13-67
FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Dictaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
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FD-239	- Imprest Fund, Itemization of Expenses and Receipt	thin white	7-25-62
FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
FD-245	- File Front (fold-over top)		4-13-60
FD-246	- FBI Time and Attendance Report	ADP card	9-21-67
FD-247	- Abstract (blue and white - preinserted carbon)		3-27-58
FD-249	- Criminal Fingerprint Card	white card stock	3-13-72
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FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
FD-254	- Receipt for GTR	green card stock	6-8-55

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FD-256	- Field Office Register No. 3		buff ledger paper	6-20-72
FD-257	- Information Concerning Special Agent Position		offset paper	11-4-74
FD-258	- Applicant Fingerprint Card		white card stock	4-25-72
FD-260	- Out Card, General Index	FD-260.1	pink card stock salmon card stock	3-3-55
FD-263	- Cover Page Accompanying Investigative Report	FD-263.1	thin white offset paper*	1-7-72
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician		offset paper	11-4-74
FD-266	- Request for Information		white bond	6-11-64
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[FD-271	- Monthly Review Sheet		white bond	[1-24-75]
FD-272	- Cover Page Accompanying Summary Report	FD-272.1	thin pink pink bond*	3-3-59
[FD-273	- Information Concerning Housing Conditions in Washington, D. C., and Vicinity		offset paper	[3-27-75]
FD-276	- Radio Interference Report		white bond	1-31-67
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FD-281	- Receipt for Government Property (full sheet)		white bond	8-11-64
FD-281a	- Receipt for Government Property (half sheet)		white bond	8-11-64
FD-282	- Annual Leave Request		white bond	4-24-74
FD-282a	- Annual Leave Request (for SAC, ASAC; in excess of two days for employees on (1) probation, (2) against whom disciplinary action is pending)		white bond	8-25-67

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FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
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FD-287a	- Agent Vocation Record	white bond	4-1-74
FD-288	- Operator's Road Test and Driving Certification	white bond	7-14-71
FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
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FD-292	- Change in Marital Status	white bond	10-9-73
FD-293	- 10-Day Interview	white bond	9-6-72
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KEY: GSA - General Services Administration

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1-417	Latent Print Testimony Latent Fingerprint Section
1-418	Training Progress Record Fingerprint Correspondence Section
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1-420	Adjustment Request Posting Section
1-426	Request for Additional Information to Search Missing Persons Name File (M&T blocked yellow available - per Ganley 5/25/72) Fingerprint Correspondence Section, Missing Persons Unit
1-427	Employee's File Review Fingerprint Correspondence Section
1-428	Tally Sheet Fingerprint Correspondence Section
1-430	Supply Requisition Fingerprint Correspondence Section
1-431	Reply to Expungement Inquiries (thin white with heading and M&T blocked yellow available - per Mr. Still) Recording Section
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1-438 Record Modification Instruction (RMI)
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1-443 Error Tabulation and Record
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2-8	New Agents' Performance Report (original is unblocked; thin white available) New Agents and In-Service Training Unit Quantico
2-9	ROUTING SLIP FBI Academy Quantico
2-10	New Agents' Rating Form New Agents and In-Service Training Unit Quantico
2-11	Letter to SAC Advising Agent is Approved Firearms Man or Expert, or, In-Service Report of Grades (thin white and M&T blocked yellow available) Quantico
2-12	Request to see Director FBIHQ, Front Office
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2-27 Letter Forwarding Requested Film
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FBIHQ

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Quantico

2-41 National Academy Work Sheet - Investigations
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FBIHQ

2-43 FBI Pledge for Law Enforcement Officers
National Academy Admissions Unit
FBIHQ

2-47 Physical Training Individual Record Card
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Quantico

2-48 Film Commitment Card
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2-56 Firearms Record by Class
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Quantico

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2-64 Firearms Repair Tag
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2-121	In-Service Curriculum Research New Agents and In-Service Training Unit Quantico
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2-128	Memorandum (to Assistant Director) Indicating Qualified Special Agents for Language School (formerly 7-108) (thin white and unblocked yellow available) Police Training & Law Enforcement Conferences Unit, Foreign Language and Stenographic Training Unit FBIHQ
2-129	Work Sheet - Monthly Traffic Report (formerly 4-570) Midland Radio Station, Quantico
2-130	Firearms Repair Record Quantico
2-133	Interview/Occurrence Log Quantico

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FBIHQ

2-136 Invitation to FBINA (to officer of agency)
National Academy Admissions Unit
FBIHQ

2-136a SAC Tickler Copy of Form 2-136
National Academy Admissions Unit
FBIHQ

2-136b M&T Blocked yellow and FBIHQ Tickler Copies of
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2-137 Daily Report for Crafts, Shops, Operating Engineers
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Quantico

2-138 Equipment History and Maintenance Cost Records
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2-139 Preventive Maintenance (PM) Schedule
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2-140 Work Authorization
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2-141 Notice of Work Required
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2-142 Crime Prevention Warning
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2-143 Emergency Address and Telephone Number for FBINA Stud
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2-144 Monthly Accomplishment Worksheet
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2-145 Tour-of-Duty Schedule
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2-146 Emergency Chiller Log
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2-147 Plant Refrigeration Log
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2-171	Graphic Training Kit Inventory (green card stock) Forensic Science Unit, Quantico
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3-11	Control Card for Bureau Property Procurement and Administrative Services Section
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3-26	Special Agent Conditional Letter Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-27	Letter to SAC Requesting Interviews and Tests with Applicants (thin white and M&T blocked yellow available) Personnel Section, Applicant and Placement Unit, Applicant Briefing Subdivision
3-29	Identification Order Proof Memorandum Mechanical Section
3-30	Work Sheet Budget and Accounting Section

3-31 Housing Information Card
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Housing and Testing Subdivision

3-34 Transfer Letter for Bureau Employees (New Agent)
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3-34a SAC Tickler Copy of Form 3-34 (New Agent) (with
special instructions to the SAC)
Front Office, Movement Unit

3-34b Domestic Transfer Agreement (enclosure to Form 3-34)
(bond only)
Front Office, Movement Unit

3-34c M&T Blocked Yellow (no other file copy - per Love
7/19/73) and FBIHQ Tickler Copy of Form 3-34 (New Agent)
Front Office, Movement Unit

3-34d SAC Tickler (with special instructions to the SAC),
FBIHQ Tickler, M&T Blocked Yellow, and Unblocked Yellow
of Form 3-34 (for Routine and Resident Agent Transfers)
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3-38 Stock Requisition Recording Form
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3-40 Inventory Property Card for Agents
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3-42 SAC Location Record
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3-80 Payroll Card (white, blue, and yellow (latter per
 Mechanical Section 4/6/73 replaces salmon)
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3-83 Form Letter re Position Classification Matters
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3-86 Application for Refund of Retirement Deductions
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3-106	Daily Report Personnel Section, Applicant and Placement Unit, Applicant Briefing Subdivision
3-107	Notice of Special Agents Scheduled for Physical Examination Personnel Section, Personnel Services Unit, Special Agents Physical Examination Unit
3-108	Applicant Information Card Personnel Section, Applicant and Placement Unit, Applicant Office Subdivision
3-110	Work Sheet (preinserted carbon form) Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-111	Temporary Badges (FBI Identification Cards Issued) Procurement and Administrative Services Section
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3-115a	Movement Section Work Sheet (L through Z) Front Office, Movement Unit
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- 3-117 Analysis of Separation - Field Office and FBIHQ
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Personnel Actions Subdivision
- 3-121 Letter to SAC Transmitting Material for Field Personnel
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Exhibits Section
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Personnel Actions Subdivision
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Promotion
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Personnel Briefing Subdivision; Veterans' Counseling
and Clerical Promotion Unit
- 3-159 Field Appointment Letter
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and 3-159b with special instructions to the SAC and
certain enclosures respectively)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-159a SAC Tickler Copy of Form 3-159 (with special instructions to the SAC)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-159b M&T Blocked Yellow of Form 3-159 (also used for FBIHQ Tickler - per Miss Tibbetts, 5/28/69) (indicating special instructions to the SAC and certain enclosures)
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Personnel Actions Subdivision

3-165 Record of Shipments Received in Stock Room
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3-178 Positions Certified, Fiscal Year
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Position Classification Subdivision

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3-183 Photostat Sign-out Sheet (Justice Building)
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3-187 Memo "To All Employees Under Transfer" re Housing
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3-237 Bureau Applicant Listing Card (pink, white, and blue)
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3-295 Clerical Transfer Letter, Personal Convenience
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3-302a	Special Agent Appointment Letter - Report to Old Post Office Building (OPO) (thin white and M&T blocked yellow available) Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-303	Additional Information and Instructions (Attachment to Special Agent Appointment Letter) Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-313	Automobile Sign-in and Sign-out Record (formerly 2-99) and prior to that 3-313) Mechanical Section
3-314	Stenographic Training (Flyer) Personnel Section, Applicant and Placement Unit, Housing and Testing Subdivision
3-316	Comparative Tabulation, Field Investigative Report Budget and Accounting Section
3-317	Work Sheet for Various Tabulations and Special Requests for Administrative Report Data Budget and Accounting Section
3-320	Weekly Delinquency Report for Administrative Division (thin white available) Front Office, Administrative Review Unit
3-321	Position Classification Program Questionnaire (thin white only) Personnel Section, Personnel Services Unit, Position Classification Subdivision

- | | | |
|--------|------|--|
| 3-323 | | Position Classification Audit Work Sheet
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Position Classification Subdivision |
| 3-327a | | Notice Concerning Separation (attachment to
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(unblocked yellow available)
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Personnel Actions Subdivision |
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Health Service Subdivision |

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Tabulation of Work-related Injuries
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3-451 Letter to Bureau of Employees' Compensation
Concerning Compensation Matters (thin white with
heading; M&T blocked yellow available)
Personnel Section, Personnel Services Unit,
Special Agents Physical Examination Subdivision

(over)

3-452 Replenishment Analysis and Purchase Requisition
Procurement and Administrative Services Section

3-453 Instructions to Reading Room re Enclosures (3x5 slip -
blue)
Personnel Section, Personnel Services Unit,
Position Classification Subdivision

3-454 Purchase Requisition
Procurement and Administrative Services Section

3-461 Permanent Housing
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3-462 Request for Comments of Bureau Employee on
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Applicant Briefing Subdivision

3-470 Work Sheet - Personnel Tabulation by Divisions
Budget and Accounting Section

3-471 Record - Repair Costs on Typewriters
Procurement and Administrative Services Section

3-473 Letter Ordering Bureau Applicant Investigations
from FBIHQ (original on thin white with heading)
Personnel Section, Applicant and Placement Unit,
Applicant Briefing Subdivision

3-473a M&T Blocked Yellow of Form 3-473
Personnel Section, Applicant and Placement Unit,
Applicant Briefing Subdivision

3-479 Odd-Hour Shifts - Inspectors' Work Sheet
(original on thin white)
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

3-481 Blood Request
Personnel Section, Applicant and Placement Unit,
Housing and Testing Subdivision

3-488 Reply to Inquiries for Latest Address of Employees
and Former Employees (thin white available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-492 Height, Weight, Frame Evaluation - Male Employees (pink)
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Health Service Subdivision

3-493 Position Evaluation Summary - Supervisory
Personnel Section, Personnel Services Unit,
Position Classification Subdivision

3-495 Status Inquiry
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3-497 Personnel Security Review Record
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and Special Action Unit
- 3-501 Credential Work Sheet
Exhibits Section
- 3-505 Reply to Applicant - Satisfactory Ratings not Attained
(thin white and MET blocked thin yellow available)
Personnel Section, Applicant and Placement Unit
- 3-506 Reply to Applicant - No Encouragement; Applications
Exceed Appointments which are made on a Highly
Competitive Basis (thin white and MET blocked thin
yellow available).
Personnel Section, Applicant and Placement Unit
- 3-508 Reply to Applicant - Appointment not Possible at this
Time; Qualifications on File for Future Reference (no
action category - per Lois Carter 10/5/72)
(thin white and MET blocked thin yellow available)
Personnel Section, Applicant and Placement Unit
- 3-509 Reply to Applicant - Appointment not Possible at this
Time; Qualifications Listed for Future Reference
(thin white and MET blocked thin yellow available)
Personnel Section, Applicant and Placement Unit
- 3-512 Purchase Order (white, numbered consecutively, and
used exclusively at the FBIHQ) (formerly green,
consecutively numbered copy of FD-284)
Procurement and Administrative Services Section
- 3-514 Outside Employment Index Card
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit
- 3-518 Warning Notice Against Mutilation of Filed Compensation
Act Forms
Personnel Section, Personnel Services Unit,
Special Agent Physical Examination Subdivision

3-521 Evaluation Summary - Nonsupervisory
 Personnel Section, Personnel Services Unit,
 Position Classification Subdivision

3-523 Acknowledgment to Employee Credit Inquiry
 (M&T blocked yellow available)
 Personnel Section, Personnel Services Unit,
 Personnel Actions Subdivision

3-524 Office of Preference
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3-525 Reply to Service Record Inquiry
 (M&T blocked yellow available)
 Personnel Section, Personnel Services Unit,
 Personnel Actions Subdivision

3-526 Reply Advising Inquiry Concerning Service Record
 Previously Acknowledged (M&T blocked yellow available)
 Personnel Section, Personnel Services Unit,
 Personnel Actions Subdivision

3-527 Notification of Acceptance of Appointment and
 Request for Temporary Housing Accommodations
 Personnel Section, Personnel Services Unit,
 Personnel Actions Subdivision

3-528 Daily Clerk-Agent Ratio (handed in weekly to
 Callahan's office - per Mrs. Dove 5/2/73)
 Front Office, Movement Unit

3-532 ROUTING SLIP

3-533 Letter Transmitting Credential Card for Signature
 (M&T blocked yellow and thin white available)
 (per Mrs. Lockhart)
 Procurement and Administrative Services Section

3-533a Letter Transmitting Completed Credential Card
 (thin white and M&T blocked thin yellow available -
 per Mrs. Lockhart 1/27/72)
 Procurement and Administrative Services Section

3-534 Reply for Photographic Correspondence
 (thin white and M&T blocked yellow available)
 Mechanical Section, Photo Unit

3-536 Authorization for Captain of the Guard, GSA, to
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or Assistant Chief Clerk
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- 3-551 Letter of Instructions Concerning Federal Employees
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Housing and Testing Office
- 3-554 Approval Letter for Relief Supervisors
(thin white, blocked yellow, and unblocked yellow
available)
Personnel Section, Commendation, Supervisory Approval
and Special Action Unit
- 3-556 Car Schedule
Front Office, Administrative Review Unit
- 3-557 Paper-cutting Request (yellow; pink for special work)
Mechanical Section, Printing Unit
- 3-558 Maintenance Checklist
Exhibits Section
- 3-559 Dissemination Letter - Sketches and Photographs
for Inclusion in National Bank Robbery Album
(thin white and M&T blocked yellow available -
confirmed 9/6/68)
Exhibits Section
- 3-561 Airtel Transmitting Artist's Conceptions (thin green -
original; M&T blocked and unblocked yellow (latter
confirmed 9/6/68) available)
Exhibits Section

3-563 Notice Concerning Blood Donor Program
Personnel Section, Applicant and Placement Unit,
Housing and Testing Subdivision

3-565 Maintenance Record for Electrically-Operated
Filing Cabinet
Procurement and Administrative Services Section

3-566 Class of Agent or Clerical Appointees
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-567 Airtel for Supplemental Investigation of Appointee
(MET blocked yellow available)
Personnel Section, Applicant and Placement Unit,
Applicant Briefing Subdivision

3-568 Evaluation Summary Prepared by Supervisor of
Former Bureau Employee Applying for Reinstatement
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3-572 Schedule of Collections (thin white available)
Budget and Accounting Section

3-574 Enclosure Concerning Reemployment Rights to
Resignation Acceptance Letter to Resignee Entering
Military Service (unblocked yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-575 Special Agent Promotion Recommendation for
Grades GS-11 and GS-12 (Unblocked bond for original
and copy - per L. Davidson)
Personnel Section, Personnel Briefing,
SAC Memoranda and Agent Reallocation Unit

3-576 Kardex Reference re Vocation Records of Employees
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit, Vocation Records Subdivision

3-577 Request for Certain Information from Field Offices
and FBIHQ Divisions Concerning Reserve and Selective
Service Matters (unblocked thin white with heading
for original)
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

- 3-578 Airtel to Field re SOG Employee Desiring Transfer to Field (thin green - original and tickler; M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit
- 3-579 Letter to Field re SOG Action Taken re Clerical Employee's Request for Transfer (thin white and M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit
- 3-580 Additional Preliminary Information on Clerical Employee re Transfer, Reassignment, Trial Assignment, or Promotion (thin white and M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit
- 3-581 Additional Instructions to Appointee (FBIHQ) (enclosure to Form 3-586) (thin white and unblocked thin yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
- 3-584 Charge Out for Payroll Card (blue, green, orange, pink)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
- 3-585 Review of Performance Rating (thin white only)
Personnel Section, Commendation, Supervisory Approval and Special Action Unit
- 3-587 Additional Instructions to Appointee (Field) (enclosure to Forms 3-159 and 3-310) (thin white and unblocked thin yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
- 3-588 Cover Letter to Field in Processing Deaths of Bureau Employees (changed from thin white to white bond - per Hershey - Branthover, December, 1968)
Personnel Section, Personnel Services Unit
- 3-588a FBIHQ Tickler Copy and M&T Blocked Yellow File Copy of Form 3-588
Personnel Section, Personnel Services Unit
- 3-588b Enclosure to Form 3-588 - General Information for Survivors (4 pages - copies not to be assembled or stapled for Division III - per Ruth Wood) (bond)
Personnel Section, Personnel Services Unit

3-589 Letter to Field re Employee Illness, Maternity Leave, Sick Leave Records, etc. (bond)
Personnel Section, Personnel Services Unit,
Veterans' Counseling and Clerical Promotion Unit

3-590 Notice of Information - Employment with the FBI, Washington, D. C., Allowance for Transportation
Personnel Section, Applicant and Placement Unit

3-592 Letter of Instructions to Field re EUAP - Special Agent (available in thin white and blocked yellow)
Personnel Section, Applicant and Placement Unit

3-593 Letter to Field re Employee's Draft Status or Military Service (bond only)
Personnel Section, Personnel Services Unit,
Leave Matters Subdivision

3-594 Field Part-time Indefinite Clerical Appointment Letter (thin white available as 3-594a)
(blocked yellow and thin white available as 3-594b)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-594a SAC Tickler of Form 3-594 (with special instructions to the SAC) (thin white)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-594b M&T Blocked Yellow and FBIHQ Tickler (thin white) of Form 3-594 (indicating special instructions to the SAC and certain enclosures)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596 FBIHQ Appointment Letter (thin white available as 3-596a)
(blocked yellow and thin white available as 3-596b)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596a SAC Tickler of Form 3-596 (with special instructions to the SAC) (thin white)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596b M&T Blocked Yellow and FBIHQ Tickler (thin white) of
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- 3-605 Master Position Card (replaces 3-104 and 3-104a)
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- 3-606 Routing Slip for Return of Cut Film Holders
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- 3-608 Routing Slip Distributing IBM Programmer Aptitude Test
Personnel Section, Applicant and Placement Unit (Turney)
- 3-610 Special Agent Appointment Letter - Confirmation of
Telegram or Teletype (M&T blocked yellow only
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Personnel Actions Subdivision
- 3-611 Separations List
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- 3-613 Physical Examinations Routing Slip
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- 3-614 SOG Clerical Appointment Letter - Confirmation of
Telegram (M&T blocked yellow only available -
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Personnel Actions Subdivision

3-617 Telephonic Request re Credit or Service Record Inquiry
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Personnel Actions Subdivision

3-618 Routine Resignation Acceptance Letter - Employment
Agreement Fulfilled (thin white and M&T blocked
yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-619 Routine Resignation Acceptance Letter - Employment
Agreement Not Fulfilled (thin white and M&T blocked
yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-620 Request for Applicant to Contact Bureau
(M&T blocked yellow available - per Feeney 12/7/71)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-621 Resident Agency Transfer at no Expense to the
Government (thin white and M&T blocked yellow
available)
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3-622 Radio Maintenance Technician Agreement
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3-624 Rough Draft re Letter Concerning Retirement Matters
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3-625 Check-off List re Leads in Bureau Applicant Investi-
gations
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3-626 Maternity Leave Letter re Continued Employment
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Personnel Section, Veterans' Counseling and Clerical
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3-627 Service Computation Work Sheet
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-628 Acknowledgment re Employment to Individuals Overseas
(thin white and M&T blocked yellow available - per
requisition 6/7/72 o.k.'d by Carter 7/19/74)
Personnel Section, Applicant and Placement Unit

3-629 Acknowledgment to Inquiries of Unqualified Person
re Special Agent Position
(thin white and M&T blocked yellow available - per
requisition 6/7/72 o.k.'d by Carter 7/19/73)
Personnel Section, Applicant and Placement Unit

3-630 Retirement Plaque Requisition
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and Special Action Unit

3-631 Request for Military Information from Employee on
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3-631a M&T Blocked Yellow Copy of Form 3-631
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3-632 Transmittal Communication for Initial Identification
Card
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3-633 Transmittal Communication for Remakes of Identi-
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3-638 Change of Address Furnished by Bureau Applicant
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3-639 Agent Credential Control
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3-640 Letter of Acknowledgment to Inquiry of Above-Average
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3-642 FBI Application for Employee Parking Space
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3-643 Key to JEH Building Control
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3-644 Annual Record of Funds Allocated and Applied
Against Special Types of Equipment
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4-7	File Forwarding Slip (pink) Records Section, File Review Filing Unit

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4-662 Copy Destruction Error Record
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KEY: (WH) - with heading

* - replaces mimeograph paper

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-125	- Record Request		white bond	7-20-73
FD-127	- Daily Report of Chief Clerk's Office		white bond	6-12-74
FD-128	- Letter Changing Office of Origin in Security Cases	FD-128.1	thin white (WH) thin yellow	3-12-74
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		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-135	- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	- Application for Employment	offset paper	4-9-73
FD-145	- Waiver of Indictment	white bond	No date
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FD-160	- Indices Search Slip	white bond	3-23-71
FD-161	- Report of Stamps Used	white bond	10-31-58
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FD-165	- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	- Absence Schedule	white bond	No date
FD-173	- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
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FD-178	- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
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			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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[FD-185a	- Performance Rating Guide for Investigative Personnel		white bond	[11-11-74]
[FD-185b	- Performance Rating Guide for Clerical Personnel		white bond	[11-11-74]
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FD-189	- Employee's Salary and Assignment Changes		white bond	9-8-72
FD-190	- Interview Form		white bond	2-13-74
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FD-204	- Investigative Report FD-204.1	thin white offset paper*	3-3-59
FD-205	- Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207	- Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208	- Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209	- Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210	- Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211	- Record of Registered Mail Received from Bureau	thin white	3-18-66
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FD-213	- Dictation Assignment	white bond	3-25-68
FD-215	- Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a	- Combined Security Patrol Report	white bond	5-9-74
FD-215b	- Security Patrol Log	white bond	5-18-66
FD-217	- Notification of Bureau File Number	yellow bond	2-7-68
FD-218	- Supply Requisition	white bond	2-21-74
FD-220	- Deserter Fugitive Airtel FD-220.1 FD-220.2	(blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a	- Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221	- Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
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		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Dictaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
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FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
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FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
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			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-256	- Field Office Register No. 3		buff ledger paper	6-20-72
FD-257	- Information Concerning Special Agent Position		offset paper	11-4-74
FD-258	- Applicant Fingerprint Card		white card stock	4-25-72
FD-260	- Out Card, General Index	FD-260.1	pink card stock salmon card stock	3-3-55
FD-263	- Cover Page Accompanying Investigative Report	FD-263.1	thin white offset paper*	1-7-72
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician		offset paper	11-4-74
FD-266	- Request for Information		white bond	6-11-64
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FD-278	- CW Radio Message Form		white bond	12-11-58
FD-279	- CW Radio Log		white bond	12-3-58
FD-280	- Decoded Copy - Radio or Teletype		pink bond	8-28-58
FD-281	- Receipt for Government Property (full sheet)		white bond	8-11-64
FD-281a	- Receipt for Government Property (half sheet)		white bond	8-11-64
FD-282	- Annual Leave Request		white bond	4-24-74
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FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
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FD-287a	- Agent Vocation Record	white bond	4-1-74
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FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
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FD-304	- Record of Absences for Illness	white card stock	6-25-65
[FD-305	- Last Cover Page for ADEX Report	thin white	[2-13-75]
FD-306	- Cover Sheet for Informant Report or Material	FD-306.1 thin white offset paper*	9-30-69
[FD-307	- Application for Sick Leave Statement	white bond	[2-5-75]
FD-308	- Federal Savings Bond Payroll Allotment Authorization and Record	white bond	6-29-67
FD-309	- Report of Interview with Employee Departing on Maternity Leave	white bond	6-20-69
FD-310	- Change of Address	white card stock	2-27-73
FD-311	- Letter Identifying Clerical Employees as Potential Special Agents	thin white (WH)	11-29-74
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FD-316	- Background Data for Limited Inquiries on Maintenance Employees	thin white (WH)	2-4-71
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FD-319	- Interview Form - FBI National Academy Applicant	white bond	8-1-73
FD-320	- FBI Case Status Form	FD-320.1 white bond thin yellow	9-30-74
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FD-325	- Promotion Recommendation for Non-Agent Personnel	FD-325.1 FD-325.2	white bond thin white thin yellow	6-16-72
FD-326	- Recommendation for Trial Assignment	FD-326.1 FD-326.2	white bond thin white thin yellow	6-16-72
FD-327	- Reassignment and Permanent Assignment Letter	FD-327.1 FD-327.2	white bond thin white thin yellow	10-3-67
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			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-342	- Dissemination Routing Slip - Local Intelligence Agencies		white bond	3-15-73
FD-344	- Annual Telephone Equipment and Cost Report		white bond	3-27-72
FD-345	- Photographic - Photocopy Log		white bond	3-11-63
FD-346	- Immigrant Case Form Letter to Bureau and Washington Field Office	FD-346.1	white bond thin yellow	12-21-70
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FD-350	- Mounting Sheet for Newspaper Clippings		white bond	7-16-63
FD-351	- Assumption of Custody Request	FD-351.1	thin white (WH) thin yellow	4-4-73
FD-352	- Handwriting and/or Hand Printing Specimen in Fraudulent Check Cases		green - white bond	3-24-69
FD-353	- Personal Identification Fingerprint Card		white card stock	7-27-65
FD-354	- Interview or Report re Sick Leave		thin white	8-1-73
FD-356	- Request for Agency Check		white bond	7-24-74
FD-357	- Automobile Utilization Chart		white bond	1-13-69
FD-358	- State Teletype System Form		thin yellow	3-29-65
FD-359	- Frequency Chart (For use in BA, BS, BU, CG, CV, DE, JK, KC, LV, LA, MM, MI, NK, NH, NY, PH, PX, PG, SL, SD, SF, SJ, SE, TP, WFO)		white bond	6-27-63
FD-360	- Car Occupant Chart		white bond	7-18-63
FD-361	- Request and Authorization for, or Cancellation of, Allotment of Compensation for State Income Tax Purposes		white bond	9-29-72
[FD-365	- Airtel - Summary of Complaint	FD-365.1	thin blue thin yellow	[11-27-74]
FD-366	- Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects	FD-366.1	thin white (WH) thin yellow	12-12-72

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-370	- Progress Record for New Agents Training Programs in Field		white bond	10-25-72
FD-371	- Monthly Letter re Dissemination of Criminal Information	FD-371.1	thin white (WH) thin yellow	1-4-73
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FD-375	- Training Agreement		white bond	8-28-72
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[FD-377	- Extremist Informant Review Sheet		pink bond	[1-14-75]
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FD-395	- Interrogation; Advice of Rights (available in Chinese and Spanish)		white bond	10-10-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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[FD-398	- Verification of Information Concerning Bombing Suspects	blue bond	[11-20-74]
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FD-402	- Quarterly Report of Outgoing FTS Telephone Calls		white bond	12-10-70
FD-404	- Your Rights at a Lineup (available in Spanish)		white bond	8-21-68
FD-405	- Extremist Informants Statistical Report	FD-405.1	thin white (WH) thin yellow	3-8-74
FD-405a	- Areas of Informant Development	FD-405a.1	thin white thin yellow	10-5-73
FD-405b	- Informants Accomplishments	FD-405b.1	thin white thin yellow	10-5-73
[FD-406	- Authority to Release Information		white bond	[10-21-74]
FD-407	- Recommendation for Transfer of Special Agent to Resident Agency	FD-407.1	thin white (WH) thin yellow	9-24-71
FD-408	- Application for Reimbursement of Real Estate Expenses		white bond	8-27-69
FD-409	- BUAP - Status Inquiry		white bond	7-20-72
FD-410	- Motor Vehicle Recoveries		thin white	8-18-70
FD-411	- Notification of Location of Delinquent Registrants	FD-411.1	thin white (WH) thin yellow	3-1-73
FD-412	- Cover Sheet for Dissemination of Major Case Memorandum	FD-412.1	thin white (WH) thin yellow	4-11-69
FD-413	- Cover Letter for Chinese Alien Interviews	FD-413.1	thin white (WH) thin yellow	11-22-71
FD-414	- NCIC Entry Form - Stolen Vehicle and License Plate		pink bond	8-25-69
FD-415	- NCIC Entry Form - Stolen Securities		green bond	8-25-69
FD-416	- NCIC Entry Form - Stolen Article and Gun		blue bond	8-25-69
FD-417	- Dissemination Routing Slip		offset paper	9-12-69
FD-418	- Evaluation of Gun Battles		white bond	7-12-74
FD-419	- Transmittal Label for Training Film		white card stock	7-11-72

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-421	- Secure Teletype Log		white bond	8-4-71
FD-422	- Secure Teletype Log Recap		white bond	8-4-71
FD-423	- Inventory of Cryptomaterial		white bond	12-30-69
FD-424	- Recommendation for Special Agent as Relief Supervisor	FD-424.1	thin white (WH) thin yellow	1-7-70
FD-425	- Pending Prosecutions Monthly Report	FD-425.1	thin white (WH) thin yellow	2-21-74
FD-426	- Visitors' Log		white bond	3-19-70
FD-427	- Intraoffice Memorandum to RUC Case		thin white (WH)	4-7-70
FD-428	- Letter re Status of Cryptosystems Personnel	FD-428.1 FD-428.2	white bond thin white thin yellow	10-29-74
FD-429	- Special Clerk Agreement		white bond	6-5-72
FD-430	- Airtel for Bank Robbery ADP Entry	FD-430.1	thin blue thin yellow	5-22-74
FD-431	- Letter re Authorization or Disposition of Personally Owned Side Arm		thin white (WH)	5-12-71
FD-432	- Photograph Album, Extremist or Arab		white bond	3-29-73
FD-432a	- Cover Letter for Form FD-432		thin white (WH)	3-29-73
FD-433	- Request for Leave Audit		thin white (WH)	9-29-72
FD-434	- Request for Cancellation of Savings and/or Checking Account Allotments		white bond	10-1-73
FD-435	- Military Service Restoration Interview		thin white (WH)	11-23-70
FD-436	- Airtel - Bombing Statistics	FD-436.1	thin blue thin yellow	8-4-72
FD-438	- Acknowledgment for Service Record Inquiries		white bond	1-20-71
FD-438a	- Bureau Copy, Field Tickler Copy, Yellow File Copy, of Form FD-438	FD-438a.1	thin white (WH) thin yellow	1-20-71
[FD-439	- Quarterly Statistical Report of Security Informants	FD-439.1	thin white thin yellow	[1-14-75]
FD-440	- "Type of Blood" Card		white card stock	4-28-71

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
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FD-442	- Physical Examination Authorization - Army		white bond	9-13-71
FD-443	- Physical Examination Authorization - Air Force		white bond	9-13-71
FD-444	- Physical Examination Authorization - Navy		white bond	9-13-71
FD-445	- Physical Examination Authorization - U. S. Public Health Service		white bond	10-17-73
FD-446	- Physical Examination Authorization - Veterans Administration		white bond	4-1-74
FD-447	- Routing Slip re Office of Preference Standing		offset paper	4-25-74
FD-448	- Facsimile Transmittal Record		white bond	10-16-73
FD-449	- SOBIR - INS Record Check		thin white (WH)	11-18-71
FD-450	- Computerized Telephone Number File (CTNF) Entry and Search Request		white bond	10-23-73
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FD-455	- Valuable Exhibits Log		white bond	4-20-72
FD-456	- Letter Initiating Investigations of National Academy Applicants	FD-456.1	thin white (WH) thin yellow	6-3-74
FD-458	- Metal Seals Charge-out Record - Valuable Exhibits		white bond	7-7-72
FD-459	- Copy Record		offset paper	2-22-73
FD-460	- Request for Advance of Funds		thin white (WH)	11-27-72
FD-461	- Summary of Prosecutive Action in Organized Crime Cases		offset paper	5-15-73
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FD-470	- Airtel - White Collar Crime Statistics	FD-470.1 thin blue thin yellow	10-7-74
FD-471	- Airtel, Research Data - Arrest Study (Subject)	FD-471.1 thin blue thin yellow	9-5-74
FD-471a	- Airtel, Research Data - Arrest Study (Agent)	FD-471a.1 thin blue thin yellow	9-5-74
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KEY: GSA - General Services Administration

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3-34a SAC Tickler Copy of Form 3-34 (New Agent) (with
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Front Office, Movement Unit

3-34b Domestic Transfer Agreement (enclosure to Form 3-34)
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3-34c M&T Blocked Yellow (no other file copy - per Dove
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3-159 Field Appointment Letter
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 certain enclosures respectively)
 Personnel Section, Personnel Services Unit,
 Personnel Actions Subdivision

3-159a SAC Tickler Copy of Form 3-159 (with special instructions to the SAC)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-159b M&T Blocked Yellow of Form 3-159 (also used for FBIHQ Tickler - per Miss Tibbetts, 5/28/69) (indicating special instructions to the SAC and certain enclosures)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-165 Record of Shipments Received in Stock Room
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3-178 Positions Certified, Fiscal Year
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3-317	Work Sheet for Various Tabulations and Special Requests for Administrative Report Data Budget and Accounting Section
3-320	Weekly Delinquency Report for Administrative Division (thin white available) Front Office, Administrative Review Unit
3-321	Position Classification Program Questionnaire (thin white only) Personnel Section, Personnel Services Unit, Position Classification Subdivision

3-323 Position Classification Audit Work Sheet
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Position Classification Subdivision

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(unblocked yellow available)
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Personnel Actions Subdivision

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Position Classification Subdivision

3-337 Bill of Lading Information Sheet
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(daily and weekly) (thin white available)
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3-339 Confidential Material Receipt
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(over)

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Special Agents Physical Examination Subdivision

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Special Agents Physical Examination Subdivision

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Tabulation of Work-related Injuries
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Special Agent Physical Examination Subdivision

3-446 Letter Transferring Official Personnel Folder
and Record of Leave Data to Other Government Agencies
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Personnel Actions Subdivision

3-449 Control and Inventory Guide for Laminated
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3-454 Purchase Requisition
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3-473 Letter Ordering Bureau Applicant Investigations
from FBIHQ (original on thin white with heading)
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Applicant Briefing Subdivision

3-473a M&T Blocked Yellow of Form 3-473
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Applicant Briefing Subdivision

3-479 Odd-Hour Shifts - Inspectors' Work Sheet
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3-488 Reply to Inquiries for Latest Address of Employees
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3-492 Height, Weight, Frame Evaluation - Male Employees (pink)
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3-493 Position Evaluation Summary - Supervisory
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Position Classification Subdivision

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- 3-501 Credential Work Sheet
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- 3-505 Reply to Applicant - Satisfactory Ratings not Attained
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Personnel Section, Applicant and Placement Unit
- 3-506 Reply to Applicant - No Encouragement; Applications
Exceed Appointments which are made on a Highly
Competitive Basis (thin white and M&T blocked thin
yellow available)
Personnel Section, Applicant and Placement Unit
- 3-508 Reply to Applicant - Appointment not Possible at this
Time; Qualifications on File for Future Reference (no
action category - per Lois Carter 10/5/72)
(thin white and M&T blocked thin yellow available)
Personnel Section, Applicant and Placement Unit
- 3-509 Reply to Applicant - Appointment not Possible at this
Time; Qualifications Listed for Future Reference
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- 3-514 Outside Employment Index Card
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Personnel Section, Personnel Services Unit,
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3-521 Evaluation Summary - Nonsupervisory
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Position Classification Subdivision

3-523 Acknowledgment to Employee Credit Inquiry
(M&T blocked yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-524 Office of Preference
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3-525 Reply to Service Record Inquiry
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Personnel Actions Subdivision

3-526 Reply Advising Inquiry Concerning Service Record
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Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-527 Notification of Acceptance of Appointment and
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3-528 Daily Clerk-Agent Ratio (handed in weekly to
Callahan's office - per Mrs. Dove 5/2/73)
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3-532 ROUTING SLIP

3-533 Letter Transmitting Credential Card for Signature
(M&T blocked yellow and thin white available)
(per Mrs. Lockhart)
Procurement and Administrative Services Section

3-533a Letter Transmitting Completed Credential Card
(thin white and M&T blocked thin yellow available -
per Mrs. Lockhart 1/27/72)
Procurement and Administrative Services Section

3-534 Reply for Photographic Correspondence
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- 3-551 Letter of Instructions Concerning Federal Employees
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- 3-554 Approval Letter for Relief Supervisors
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- 3-556 Car Schedule
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- 3-557 Paper-cutting Request (yellow; pink for special work)
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- 3-558 Maintenance Checklist
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- 3-559 Dissemination Letter - Sketches and Photographs
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Exhibits Section
- 3-561 Airtel Transmitting Artist's Conceptions (thin green -
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confirmed 9/6/68) available)
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3-563 Notice Concerning Blood Donor Program
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3-565 Maintenance Record for Electrically-Operated
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Personnel Actions Subdivision

3-567 Airtel for Supplemental Investigation of Appointee
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Personnel Section, Applicant and Placement Unit,
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3-568 Evaluation Summary Prepared by Supervisor of
Former Bureau Employee Applying for Reinstatement
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3-572 Schedule of Collections (thin white available)
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3-574 Enclosure Concerning Reemployment Rights to
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Personnel Actions Subdivision

3-575 Special Agent Promotion Recommendation for
Grades GS-11 and GS-12 (Unblocked bond for original
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SAC Memoranda and Agent Reallocation Unit

3-576 Kardex Reference re Vocation Records of Employees
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit, Vocation Records Subdivision

3-577 Request for Certain Information from Field Offices
and FBIHQ Divisions Concerning Reserve and Selective
Service Matters (unblocked thin white with heading
for original)
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

3-578 Airtel to Field re SOG Employee Desiring Transfer to Field (thin green - original and tickler; M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit

3-579 Letter to Field re SOG Action Taken re Clerical Employee's Request for Transfer (thin white and M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit

3-580 Additional Preliminary Information on Clerical Employee re Transfer, Reassignment, Trial Assignment, or Promotion (thin white and M&T blocked yellow available)
Personnel Section, Applicant and Placement Unit

3-581 Additional Instructions to Appointee (FBIHQ) (enclosure to Form 3-596) (thin white and unblocked thin yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-584 Charge Out for Payroll Card (blue, green, orange, pink)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-585 Review of Performance Rating (thin white only)
Personnel Section, Commendation, Supervisory Approval and Special Action Unit

3-587 Additional Instructions to Appointee (Field) (enclosure to Forms 3-159 and 3-310) (thin white and unblocked thin yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-588 Cover Letter to Field in Processing Deaths of Bureau Employees (changed from thin white to white bond - per Hershey - Branthover, December, 1968)
Personnel Section, Personnel Services Unit

3-588a FBIHQ Tickler Copy and M&T Blocked Yellow File Copy of Form 3-588
Personnel Section, Personnel Services Unit

3-588b Enclosure to Form 3-588 - General Information for Survivors (4 pages - copies not to be assembled or stapled for Division III - per Ruth Wood) (bond)
Personnel Section, Personnel Services Unit

3-589 Letter to Field re Employee Illness, Maternity Leave, Sick Leave Records, etc. (bond)
Personnel Section, Personnel Services Unit,
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3-590 Notice of Information - Employment with the FBI, Washington, D. C., Allowance for Transportation
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3-592 Letter of Instructions to Field re BUAP - Special Agent (available in thin white and blocked yellow)
Personnel Section, Applicant and Placement Unit

3-593 Letter to Field re Employee's Draft Status or Military Service (bond only)
Personnel Section, Personnel Services Unit,
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3-594 Field Part-time Indefinite Clerical Appointment Letter (thin white available as 3-594a)
(blocked yellow and thin white available as 3-594b)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-594a SAC Tickler of Form 3-594 (with special instructions to the SAC) (thin white)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-594b M&T Blocked Yellow and FBIHQ Tickler (thin white) of Form 3-594 (indicating special instructions to the SAC and certain enclosures)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596 FBIHQ Appointment Letter (thin white available as 3-596a)
(blocked yellow and thin white available as 3-596b)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596a SAC Tickler of Form 3-596 (with special instructions to the SAC) (thin white)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-596b M&T Blocked Yellow and FBIHQ Tickler (thin white) of
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3-606	Routing Slip for Return of Cut Film Holders Mechanical Section, Photographic Unit
3-608	Routing Slip Distributing IBM Programmer Aptitude Test Personnel Section, Applicant and Placement Unit (Murney)
3-610	Special Agent Appointment Letter - Confirmation of Telegram or Teletype (M&T blocked yellow only available - per Mr. Hunsinger) Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-611	Separations List Personnel Section, Personnel Services Unit, Personnel Actions Subdivision
3-612	Physical Examination Authorization for U. S. Public Health Service Personnel Section, Personnel Actions Unit Special Agent Physical Examination Subdivision
3-613	Physical Examinations Routing Slip Personnel Section, Personnel Actions Unit, Special Agents Physical Examination Subdivision
3-614	SOG Clerical Appointment Letter - Confirmation of Telegram (M&T blocked yellow only available - per Mr. Hunsinger) Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-617 Telephonic Request re Credit or Service Record Inquiry
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Personnel Actions Subdivision

3-618 Routine Resignation Acceptance Letter - Employment
Agreement Fulfilled (thin white and M&T blocked
yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-619 Routine Resignation Acceptance Letter - Employment
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yellow available)
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-620 Request for Applicant to Contact Bureau
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Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-621 Resident Agency Transfer at no Expense to the
Government (thin white and M&T blocked yellow
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3-622 Radio Maintenance Technician Agreement
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3-624 Rough Draft re Letter Concerning Retirement Matters
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3-625 Check-off List re Leads in Bureau Applicant Investi-
gations
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Personnel Briefing, SAC Memoranda and Agent
Reallocation Unit

3-626 Maternity Leave Letter re Continued Employment
(no thin white; M&T blocked thin yellow - Stoll 8/14/72)
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

3-627 Service Computation Work Sheet
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-628 Acknowledgment re Employment to Individuals Overseas
(thin white and M&T blocked yellow available - per
requisition 6/7/72 o.k.'d by Carter 7/19/74)
Personnel Section, Applicant and Placement Unit

3-629 Acknowledgment to Inquiries of Unqualified Person
re Special Agent Position
(thin white and M&T blocked yellow available - per
requisition 6/7/72 o.k.'d by Carter 7/19/73)
Personnel Section, Applicant and Placement Unit

3-630 Retirement Plaque Requisition
Personnel Section, Commendation, Supervisory Approval,
and Special Action Unit

3-631 Request for Military Information from Employee on
Military Leave (thin white available)
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

3-631a M&T Blocked Yellow Copy of Form 3-631
Personnel Section, Veterans' Counseling and Clerical
Promotion Unit

3-632 Transmittal Communication for Initial Identification
Card
Front Office
Procurement and Administrative Services Section

3-633 Transmittal Communication for Remakes of Identi-
fication Cards
Front Office
Procurement and Administrative Services Section

3-634 Notification of Personnel Action
Personnel Section, Personnel Services Unit,
Personnel Actions Subdivision

3-635 Instructions to SAC re BUCAR Accident
(thin white, blocked, and unblocked thin yellow
available - per Jo Boorech)
Personnel Section, Commendation, Supervisory
Approval, and Special Action Unit

3-638 Change of Address Furnished by Bureau Applicant
Personnel Section, Applicant Interview, Orientation
and Housing Unit

3-639 Agent Credential Control
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3-640 Letter of Acknowledgment to Inquiry of Above-Average
 Applicants
 (M&T blocked yellow available)
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3-641 General Ledger Coding Sheet
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3-642 FBI Application for Employee Parking Space
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4-9	Large Report Tag (3x5 card - white) Records Section, Classifying Unit
4-10	Error Record Records Section, Classifying Unit
4-11	ROUTING SLIP
4-12	FBI Record of Incoming Packages and Registered Mail Communications Section, Switchboard Unit Records Section, Routing Unit
4-13	Production Record Records Section, Recording Unit
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4-16	Error Slip Records Section, General Index
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4-18	Work Report (thin white available) Records Section, Personnel Records
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4-21	Serial Removal Charge-Out Records Section, Consolidation Unit Filing Unit
4-22	Search Slip Records Section, Name Searching Unit Service Unit
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4-24 Error Record - Examiners and Spot Checkers
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4-26 Request Log
 Records Section, Personnel Records - Locate Unit

4-31 Stop Card
 Records Section, Mail Room

4-33 Communications Charge-out Record
 Communications Section, Teletype Unit

4-35 Check Slip
 Records Section, General Index

4-36 ROUTING SLIP

4-37 Return Receipt Card for Bureau Mail
 Records Section, Mail Room

4-44 Crypto Message Log
 Communications Section, Teletype Unit

4-48 Special Time Approval for Employees
 Records Section, Classifying
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4-49 Serial Marker (available in white and pink)
 Records Section, File Review
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4-50 Serial Charge-Out
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4-54 Receipt Card for Special Messenger Mail
 Records Section, Mail Room

4-56 Stop Card
 Records Section, Personnel Records
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4-57 Stop Mail (pink card)
 Records Section, Consolidation Unit
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4-59 ROUTING SLIP

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4-65 Semiannual File Check
Records Section, Filing Unit

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4-79 Serial Removing Form (green)
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- | | | |
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| 4-180 | | Special Delivery Receipt Record
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| 4-182 | | Microfilm Label (pink)
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| 4-188 | | IWO File Summary
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4-228 Abstract Production Record
 Records Section, Numbering
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4-233 Accuracy Record
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4-247 Daily Incoming Mail Count
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4-248 Special Time Record
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4-248a Errors Record
 Records Section, Recording Unit

4-253 Training Record (File Reviewer's Progress Chart)
 Records Section, File Review Unit

4-257 Label - "File or Enclosure is Maintained
 Permanently in Room _____" (3x5 card)
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4-259 File Review Production
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 Records Section, File Review Unit

4-270 Error Slip
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Records Section, Personnel Records

4-370 Work and Attendance Analysis
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4-397 Individual Extension Service Record
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4-516 Charge-Out for Temporary Badge (3x5 card)
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4-553 Out Card (blue)
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4-553b Out Card (blue)
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 Records Section, Personnel Records

4-566c In-Service and Applicant Numbering Index Card
 (blank card for additional serials)
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4-569 Receipt for Classified Material Mailed
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4-572 Memo Clippings re Congressional Record
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4-573 Serial Removing Form
 Records Section, Filing Unit
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4-578 Copy Requisition
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4-580 Night Shift Locate Instructions
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4-588 Locate Work Sheet
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4-589 Locate Work Sheet
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4-622	Production Record Records Section, Classifying Unit
4-623	Copy Destruction Data Record Records Section, Correlation Unit
4-626	Daily Outgoing Mail Count Records Section, Name Searching Unit
4-627	Daily Incoming Special Requests Records Section, Name Searching Unit
4-628	Label - "Mail Arranged for Filing" Records Section, Personnel Records
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4-633	Request for Information Records Section, Personnel Records

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4-636 In-and-Out Log -- Night Shift
 Records Section, Filing Unit
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4-640 Mail Checker Record
 Records Section, Mail Room

4-642 Receipt for Courier Service
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4-646 Individual Work Performance Report
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4-648 Memorandum of Assistant Director re Employees
 Entering on Duty in Division
 (thin white and unblocked yellow available)
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4-649 Classification-case Control Record
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4-650 Memorandum to Determine Continued Maintenance of
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4-651 Expedite Processing Removal Record
 Records Section, Routing Unit

4-654 Daily Work Report (thin white available)
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4-655 Notice to "Look-up Desk"
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4-656 Examining Unit Return
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4-657 Delinquency Report
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4-660 Preinserted Carbon Abstract (in triplicate)
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4-661 File Repair Record
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Filing Unit

4-662 Copy Destruction Error Record
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4-663 LEGAT Message Cover Sheet
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4-664 Rough Draft for Preparation of Daily Report
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4-667 Secure Teletype Traffic Log
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4-668 Traffic Report
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4-670 Equipment Trouble Report
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4-673 Checkoff List - Outgoing Multiple Address Transmissions
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4-674 Serial Removal Charge Out - National Security
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4-675 Permanent Charge Out for Files Microfilmed
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4-676 Personnel File Transfer (pink)
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4-677 "Expedite Processing" Inquiry
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4-678 Telephone Extension Information
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(formerly 11-1)
Freedom of Information Act Section
- 4-680a DAG (Deputy Attorney General) Tickler of Form 4-680
(formerly 11-1a) (thin white with heading)
Freedom of Information Act Section
- 4-680b Yellow File Copies (2) and FBIHQ Tickler of Form 4-680
(formerly 11-1b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-681 Delay Letter - to Consult Another Agency (formerly 11-2)
(bond)
Freedom of Information Act Section
- 4-681a DAG (Deputy Attorney General) Tickler of Form 4-681
(formerly 11-2a) (thin white with heading)
Freedom of Information Act Section
- 4-681b Yellow File Copies (2) and FBIHQ Tickler of Form 4-681
(formerly 11-2b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section
- 4-682 Delay Letter - Due to Increased Volume of Inquiries
(formerly 11-3) (bond)
Freedom of Information Act Section
- 4-682a DAG (Deputy Attorney General) Tickler of Form 4-682
(formerly 11-3a) (thin white with heading)
Freedom of Information Act Section
- 4-682b Yellow File Copies (2) and FBIHQ Tickler of Form 4-682
(formerly 11-3b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section

4-683 Delay Letter - to Search, Collect, and Examine
Voluminous Records (formerly 11-4) (bond)
Freedom of Information Act Section

4-683a DAG (Deputy Attorney General) Tickler of Form 4-683
(formerly 11-4a) (thin white with heading)
Freedom of Information Act Section

4-683b Yellow File Copies (2) and FBIHQ Tickler of Form 4-683
(formerly 11-4b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
Freedom of Information Act Section

4-684 Delay Letter - to Search for and Collect Requested
Records from Field Facilities and Other Establishments
(formerly 11-5) (bond)
Freedom of Information Act Section

4-684a DAG (Deputy Attorney General) Tickler of Form 4-684
(formerly 11-5a) (thin white with heading)
Freedom of Information Act Section

4-684b Yellow File Copies (2) and FBIHQ Tickler of Form 4-684
(formerly 11-5b) (M&T Blocked and Unblocked Yellow,
and thin white with no heading)
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4-685 Nonidentifiable Acknowledgment to Correspondent
(formerly 11-6) (bond)
Freedom of Information Act Section

4-685a DAG (Deputy Attorney General) Tickler of Form 4-685
(formerly 11-6a) (thin white with heading)
Freedom of Information Act Section

4-685b Yellow File Copies (2) and FBIHQ Tickler of Form 4-685
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5-15	ROUTING SLIP
5-18	ROUTING SLIP
5-31	Letter to the Commissioner, RCMP, Requesting Investigation in Canada (thin white letterhead available) CI-3, CI-4
5-32	Publications Subscriptions Record IS-3
5-34	Letter to Field re Foreign Police Cooperation Cases (RCMP) (thin white available) CI-3, CI-4
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5-90	Mail Count Analysis CI-1, CI-2, CI-3, CI-4, IS-1, IS-2, IS-3

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5-118	Index Card - Bureau Informant 200 Program CI-1
5-122	Reevaluation of Cases Concerning Soviet-bloc and Yugoslav Officials in U. S. CI-1
5-123	Periodic Record - Foreign Police Cooperation Matters (thin white available) CI-3, CI-4
5-128	Xerox Requisition CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3 WFO
5-137	Routing Slip to Defense Intelligence Agency (DIA) CI-1, CI-2, CI-3 IS-1, IS-2
5-138	Routing Slip to Director, EUR/SES, Department of State CI-1, CI-2 IS-2
5-140	Receipt for Mail Delivered by Intelligence Division CI-4

5-141 Routing Slip for Distribution of Information
Disseminated to White House
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3

5-143 ROUTING SLIP

5-148 Supply Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3

5-151 Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available)
IS-1, IS-2

5-153 Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
CI-3
IS-1, IS-2

5-153a M&T Blocked Yellow of Form 5-153 (with Attention: line)
CI-3
IS-1, IS-2

5-160 Internal Receipt for NATO Documents Classified "SECRET"
CI-4

5-161 Reply to USAINTC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
~~(no thin copy for Army - Horner for 5-154, Norio and
Floyd for 5-161)~~
CI-2
IS-2

5-161a Thin White (without heading) (with special instructions
to the SAC); M&T Blocked Yellow of Form 5-161 (see
File 66-3482-7281 - memo 2/10/72)
IS-2

5-162 Data re Soviet-bloc Subjects (for New York Office)
(white bond with red ink)
CI-1, CI-2

5-162a Data re Soviet-bloc Subjects (for Washington Field Office)
(white bond with red ink)
CI-1, CI-2

5-162b Data re Soviet-bloc Subjects (for San Francisco Office)
(white bond with red ink)
CI-1, CI-2

5-162c Data re Soviet-bloc Subjects (for Chicago Office)
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CI-1, CI-2

5-163 Transmittal Communication to LEGAT Offices re
Information for Extremist Photograph Album
IS-1

5-164 Special Records Form
IS-3

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LEG-5	Transmittal Letter to Bureau Enclosing Material for Translation (formerly 5-119) (original on thin white; unblocked thin yellow available) CI-4
LEG-6	Routing Slip for Routine Correspondence with Outside Agencies (formerly 5-135) (white bond) CI-4
LEG-7	Letter to Bureau Indicating Dissemination of Security Information to Foreign Agencies (formerly 5-142) (original on thin white; unblocked thin yellow available) CI-4
LEG-8	Report on Funds Spent Abroad (formerly 3-549) (white bond)
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(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

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6-33	Transmittal of Reports - Dependents Assistance Act of 1950 (SDAA) Cases to Finance Center, U. S. Army, (Division indicated), Indianapolis, Indiana Accounting and Fraud Section
6-53	ROUTING SLIP
6-78	Letter Disseminating Data Indicating Membership in the International Workers Order (IWO) (formerly 6-78, 5-97) (thin white with heading and unblocked yellow available) Name Check Section
6-84	Record of Accounting Reports Accounting Control Desk, Accounting Unit, Accounting and Fraud Section
6-85	Special Agent (Accountant) Card Accounting Control Desk, Accounting Unit, Accounting and Fraud Section
6-86	Follow-up Letter re Accounting Correspondence Course Accounting Unit, Accounting and Fraud Section
6-88	Tally Sheet - Accounting Correspondence Course Accounting Unit, Accounting and Fraud Section
6-92	Serial Removal Request (formerly 6-92, 5-96) Name Section Section
6-95	Letter of Transmittal to AAG (Assistant Attorney General) Concerning Copies of Newspaper Clippings re Civil Rights Matters Civil Rights Section
6-96	Letter Requesting Information from Field Concerning ITSMV Cases (Auto Theft Ring Cases) General Crimes Unit, Criminal Section

- ~~6-97~~ ~~Questionnaire for Special Agent Accountants~~ ~~Accounting Unit, Accounting and Fraud Section~~ *Section 4 11/11/75*
- 6-107 Reference Record for Comparison of Accomplishment
Figures for Current and Previous Fiscal Years
Criminal Section
- 6-109 Front Sheet for Field Office Folders
Criminal Section
- 6-110 ROUTING SLIP
- 6-113 ROUTING SLIP
- 6-122 Airtel to Field Ordering Investigations upon Request
from Civil Rights Division of Department
(thin green for original; M&T blocked yellow available -
per J. G. Kelly 6/28/73 - changed from "blocked yellow"
per Martindale and Deily 5/25/71)
Civil Rights Section
- 6-123 Acknowledgment Letter Concerning Civil Rights
Violations (bond only)
Civil Rights Unit, Civil Rights Section
- 6-124 ADP (Automatic Data Processing) Input Record for
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Special Crimes Unit, Criminal Section
- 6-126 Routing Slip to Federal Aviation Administration
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- 7-1 Report of FBI Laboratory (bond, thin white and M&T blocked yellow - per memo 6/12/73 (blocked yellow previously by memo 9/9/71)
- 7-1a Report of FBI Laboratory (to Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
- 7-1b Report of FBI Laboratory (to Field Office) (thin white only and unblocked yellow available - per memo 9/9/71)
- 7-2 Laboratory Work Sheet (green (includes use for Check Cases) and white)
- 7-2a Laboratory Master Work Sheet (pink (includes use for Check Cases))
- 7-2b Master Work Sheet (pink) - for exclusive use of Physics-Chemistry Section
- 7-4 Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Field Offices) (bond, thin white and M&T blocked yellow available)
- 7-4a Report of Negative Search through National Fraudulent Check File (NFCF) and Results of Fingerprint Card Comparisons (for Law Enforcement Agencies) (bond, thin white, and M&T blocked yellow available)
- 7-4b Page 2, for Forms 7-4 and 7-4a (bond, thin white and unblocked yellow available)
- 7-5 Document Section Routing Slip
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7-13	ROUTING SLIP
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7-15	Package (Evidence) Receipt Tickler
7-16	Evidence Receipt
7-17	Blood Grouping Sheet Physics-Chemistry Section, Serology Unit
7-17a	Continuation Sheet for Form 7-17 Physics-Chemistry Section, Serology Unit
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7-24	Evidence Transmittal after Examination (bond, thin white and M&T blocked yellow available)
7-28	Detail Analysis at Work Performed Front Office Cryptanalysis-Gambling-Translation Section
7-29	Weekly Case Delinquency Report Cryptanalysis-Gambling-Translation Section
7-30	Petrographic File Card Physics-Chemistry Section
7-32	Acknowledgment of Evidence to Federal Agencies (bond only)
7-32a	Acknowledgment of Evidence to Non-Federal Agencies (bond only)
7-37	Laboratory File Charge-out Card

- 7-39 Acknowledgment to Non-Federal Agencies to Clarify Questions of any Prior Examination, and Requesting Data, with Attachment Concerning Availability of FBI Laboratory Facilities (bond only)
- 7-40 Acknowledgment Letter to Non-Federal Agencies for Evidence Submitted for Examination, including Attachment Concerning Availability of FBI Laboratory (bond only)
- 7-40a Acknowledgment Letter to Federal Agencies for Evidence Submitted for Examination (bond only)
- 7-41 Letter to Field Enclosing Foreign Language Material (bond, thin white and M&T blocked yellow available)
- 7-43 Memorandum Requesting Laboratory Files to be Retained in Records Section (unblocked original)
- 7-44 Translation Form Letter (bond, thin white and M&T blocked yellow available)
- 7-46 Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)
- 7-48 File Charge-out (Delinquency Report)
Laboratory Files Unit
- 7-49 Message Log

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7-50	Frequency Count Form
7-51	Message Decipherment Form
7-56	Work Status Report
7-59	Typewriter Specimen
7-61	Phys-Chem Immunization Chart
7-62	Petroleum Products Analysis Sheet
7-63	Petrographic Supplemental Work Sheet
7-66	Technical Equipment Form (thin white and M&T blocked yellow available)
7-68	Letter to SAC Returning Specimens (thin white and M&T blocked yellow available)
7-69	Checkwriter Specimen Form
7-72	Report of FBI Laboratory (Remarks form) (thin white <u>only</u> and M&T blocked yellow available)
7-75	Machine Room Log Cryptanalysis-Gambling-Translation Section
7-76	Stenographer's and Typist's Daily Report Document Section, Laboratory
7-77	Technical Experience (Performance Ratings) Engineering Unit, Radio Engineering Section
7-78	Rifling Specifications Record Physics-Chemistry Section
7-79	Letter Requesting Technical Information and Specifications (bond, thin white with heading, and M&T blocked thin yellow available) All Sections

7-80 EDP Open Code Examination
Cryptanalysis-Gambling-Translation Section

7-81 EDP Work Log
Cryptanalysis-Gambling-Translation Section

7-82 EDP System Time Log
Cryptanalysis-Gambling-Translation Section

7-83 Key Punch Operator's Log
Cryptanalysis-Gambling-Translation Section

7-85 Overtime Report Work Sheet
Document Section

7-86 Delinquency Report Work Sheet
Document Section

7-87 Work Assignments
Cryptanalysis-Gambling-Translation Section

7-89 Bureau Authorization for Training in Cipher Machine
Operation (thin white, M&T blocked yellow, and unblocked
yellow available)
Cryptanalysis-Gambling-Translation Section

7-93 Dictation Slip
Cryptanalysis-Gambling-Translation Section

7-95 Laboratory Check Report re Inquiries in Local Law
Enforcement Agency Bulletins (bond, thin white
letterhead, and M&T blocked yellow with heading
available)
Document Section

7-96 Trouble Shooting Analysis
Cryptanalysis-Gambling-Translation Section

7-97 Work Request Record
Document Section, Special Photographic Unit

7-98 Automatic Assembly Program Sheet
Cryptanalysis-Gambling-Translation Section

7-99 EDP (Electronic Data Processing) Traffic Control Log
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7-102	COMSEC (Communications Security) Equipment Status Cryptanalysis-Gambling-Translation Section
7-103	Return Receipt - Caution Address Label on <u>Outer</u> Wrapping of Package Cryptanalysis-Gambling-Translation Section
7-104	Return Receipt - Caution Address Label on <u>Inner</u> Wrapping of Package Cryptanalysis-Gambling-Translation Section
7-105	Description - Ammunition Specimen for Standard Ammunition File Physics-Chemistry Section
7-107	Record for Specimen Added to Reference Firearms Collection Physics-Chemistry Section
7-110	Letter to Evidence Contributor to Determine Priority of Laboratory Examination (thin white and M&T blocked yellow available) Physics-Chemistry Section
7-113	Acknowledgment to Inquiry Concerning Testimony of Laboratory Personnel (bond, thin white letterhead, thin white without heading, and M&T blocked yellow available) Physics-Chemistry Section
7-114	Blood Examination Physics-Chemistry Section, Serology Unit
7-115	Semen Examination Physics-Chemistry Section, Serology Unit

7-116 Transmittal Letter for Return of Documents to
Department of Housing and Urban Development
(thin white and M&T blocked yellow available -
per Mortimer 8/1/71)
Document Section

7-117 Classification Card - Bank Night Depository
Trap Device Reference File
Physics-Chemistry Section, Hair and Fibers Unit

7-117a Descriptive Index Card - for Suspect and
Area of Operation
Physics-Chemistry Section, Hair and Fibers Unit

7-118 Report of Examinations of Stolen and Forged Benefit
Checks (available in thin white and M&T blocked yellow)
Document Section

7-118a Second Page for 7-118 - when necessary (available in
bond, thin white, and unblocked thin yellow)
Document Section

7-119 Frequency Control Form (thin white and M&T blocked
yellow available)
Radio Engineering Section

7-120 MN Blood Grouping
Physics and Chemistry Section, Serology Unit

7-121 FM Radio System Data
Radio Engineering Section

7-122 Rh "D" Factor Data
Chemistry Branch, Serology Unit

7-123 Rh Factor Data
Chemistry Branch, Serology Unit

7-124 Certification Concerning Use of Voiceprint
Examination Results (white bond only)
Radio Engineering Section, Security - Countermeasures
Unit

7-125 Evidence Acknowledgement
Physics-Chemistry Section, Chemistry Branch

7-126

....

Commitment Report

Physics-Chemistry Section (Mr. Stombaugh)

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4/1/75

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8-5	Transmittal Communication (formerly 4-112) Correspondence Unit, Correspondence and Tours Section
8-5a	Transmittal Communication to Bureau of Alcohol, Tobacco, and Firearms (formerly 4-112a) Correspondence Unit, Correspondence and Tours Section
8-5b	Transmittal Communication to Division of Public Inquiries, Social Security Administration (formerly 4-112b) Correspondence Unit, Correspondence and Tours Section
8-5c	Transmittal Communication to Surgeon General, Public Health Service, Department of Health, Education, and Welfare (formerly 4-112c) Correspondence Unit, Correspondence and Tours Section
8-5e	Transmittal Communication to Internal Revenue Service (formerly 4-112e) Correspondence Unit, Correspondence and Tours Section
8-5h	Transmittal Communication to U. S. Postal Service (formerly 4-112h) Correspondence Unit, Correspondence and Tours Section
8-5i	Transmittal Communication to United States Secret Service (formerly 4-112i) Correspondence Unit, Correspondence and Tours Section
8-6	Letter Advising Facts do not Pertain to any Matter within FBI's Jurisdiction and Letter is being Referred (formerly 4-424) Correspondence Unit, Correspondence and Tours Section

8-7 3x5 Enclosing Material of Interest and
Referring Communication (formerly 4-436)
Correspondence Unit, Correspondence and Tours Section

8-9 Letter Advising Communication Referred to Bureau of
Alcohol, Tobacco, and Firearms (formerly 4-326a)
Correspondence Unit, Correspondence and Tours Section

8-9a Letter Advising Communication Referred to Division
of Public Inquiries, Social Security Administration
(formerly 4-326b)
Correspondence Unit, Correspondence and Tours Section

8-9b Letter Advising Communication Referred to Surgeon
General, Public Health Service, Department of Health,
Education, and Welfare (formerly 4-326c)
Correspondence Unit, Correspondence and Tours Section

8-9c Letter Advising Communication Referred to Immigration
and Naturalization Service (formerly 4-326d)
Correspondence Unit, Correspondence and Tours Section

8-9d Letter Advising Communication Referred to Internal
Revenue Service (formerly 4-326e)
Correspondence Unit, Correspondence and Tours Section

8-9e Letter Advising Communication Referred to Drug
Enforcement Administration (formerly 4-326f)
Correspondence Unit, Correspondence and Tours Section

8-9f Letter Advising Communication Referred to the Bureau
of Prisons (formerly 4-326g)
Correspondence Unit, Correspondence and Tours Section

8-9g Letter Advising Communication Referred to U. S. Postal
Service (formerly 4-326h)
Correspondence Unit, Correspondence and Tours Section

8-9h Letter Advising Communication Referred to U. S. Secret
Service (formerly 4-326i)
Correspondence Unit, Correspondence and Tours Section

8-13 Routing Memorandum (formerly 4-416)
(routing block was on original and removed - see history)
Publications Unit, Research Section

8-15 Tour Appointment Record (formerly 4-221)
Tour Room, Correspondence and Tours Section

8-15a Tour Recapitulation Sheet
Tour Room, Correspondence and Tours Section

8-16 Tour Data Record (formerly 4-222)
Tour Room, Correspondence and Tours Section

8-17 Speaking Engagements (formerly 4-234)
Correspondence Unit, Correspondence and Tours Section

8-19 3x5 Charge Out for Magazine - FBI Library
(formerly RD-12 and 4-260)
Library, Research Section

8-20 Letter to Correspondent Advising Facts do not
come within Bureau's Jurisdiction (formerly 4-262)
Correspondence Unit, Correspondence and Tours Section

8-21 Title and Classification Card (Interesting Cases)
(formerly 4-272)
Publications Unit, Research Section

8-23 Appointment for Tour (white card) (formerly 4-281)
Tour Room, Correspondence and Tours Section

8-25 Christmas Card Record Showing Number of Cards for
Different Years - Sent, Received, Acknowledged
(3x4 13/16 inches - per instructions of Miss Gandy)
available in white for Director's personal cards;
available in yellow and pink for use in Correspondence
and Tours Section, External Affairs Division;
(formerly 4-406)
Director's Office; Correspondence Unit, Correspondence
and Tours Section

8-30a Letter to Associate Editor from Editor of "The
Investigator" Requesting Article re Anniversary of
Employee
Publications Unit, Research Section

8-36 Letter Advising Matter not within FBI's Jurisdiction
(formerly 4-438)
Correspondence Unit, Correspondence and Tours Section

8-37 Letter Advising Bureau Unable to Furnish Birth
Data Requested (formerly 4-439)
Correspondence Unit, Correspondence and Tours Section

8-38 Letter of Acknowledgment for Information
(formerly 4-442)
Correspondence Unit, Correspondence and Tours Section

8-39 Magazine Card (formerly 4-443)
Library, Research Section

8-43 Notice to Field to Cancel Fugitive Material
(formerly 4-557)
Press Services Office, Fugitive Publicity Unit

8-44 Daily Schedule of Tour Leaders (formerly 4-582)
Tour Room, Correspondence and Tours Section

8-44a Daily Schedule of Supplemental Tour Leaders
Tour Room, Correspondence and Tours Section

8-46 Letter to SAC Requesting Telephone Directories
(unblocked yellow available) (formerly 4-600 and 4-213)
Library, Research Section

8-47 Charge Out for Telephone Directories (formerly 4-601
and 3-214)
Library, Research Section

8-48 Charge Out, Non-Bureau Library Books (formerly 4-614)
Library, Research Section

8-49 Application for FBI Tour Leader (formerly 4-630)
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- 8-51 Observation Report - Monitor of Tour Leader
(formerly 4-632)
Tour Room, Correspondence and Tours Section
- 8-112 Letter to SAC Furnishing "Top Ten" Fugitive Publicity
for Transmittal to Local Radio and Television Stations
(thin white available)
Press Services Office, Fugitive Publicity Unit
- 8-113 Airtel to SAC Sending Proposed Press Release for
a "Top Ten" Replacement (thin green for original;
M&T blocked yellow - page 1 only)
Press Services Office, Fugitive Publicity Unit
- 8-114 Letter to Field Requesting Background Data Concerning
Matters of Interest to the Bureau Relative to
Sex Offenders, Parole and Probation Violators
(thin white and blocked yellow available)
Press Services Office, Fugitive Publicity Unit
- 8-116 Form Mail Record (various colors for each year)
 pink 1960 pink 1966 pink 1972
 white 1961 yellow 1967 yellow 1973
 green 1962 green 1968 blue 1974
 yellow 1963 pink 1969 white 1975
 blue 1964 white 1970
 white 1965 blue 1971
(destroyed after 3 years - per Mr. Engelmeier, now
replaced by Mr. Tykal)
Correspondence Unit, Correspondence and Tours Section
- 8-119 Letter to Field Requesting Interesting Cases (I.C.)
Publications Unit, Research Section
- 8-123 Supply Inventory
Correspondence Unit, Correspondence and Tours Section
- 8-126 Tour Letter - Advising Tour Arranged (thin white
available)
Correspondence Unit, Correspondence and Tours Section

- 8-161 Acknowledgment for Inquiries Seeking Information
not Available from Bureau
Correspondence Unit, Correspondence and Tours Section
- 8-162 Acknowledgment for Inquiries re Investigative
Matters not within Jurisdiction of FBI
Correspondence Unit, Correspondence and Tours Section

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- 9-1 ROUTING SLIP
- 9-2 Letter to Civil Service Commission Advising of
Discontinuance of Full Field Investigations
(formerly 6-87) (thin white letterhead and M&T
blocked yellow available)
ESSIS*
- 9-3 ROUTING SLIP
- 9-4 ROUTING SLIP
- 9-6 Telephonic Inquiry (formerly 6-4)
Deserter Desk, Fugitive Section
- 9-7 Letter to Civil Service Commission Transmitting
Results of SGE and LEUN Investigations (formerly 6-5)
(thin white with letterhead available)
ESSIS*
- 9-7a M&T Blocked Yellow of Form 9-7
ESSIS*
- 9-8 Letter Ordering Field Investigation (per Manual)
(formerly 6-8) (thin white with heading for ORIGINAL;
M&T blocked yellow available - see history)
ESSIS*
- 9-10 Memorandum for Identification Division (re apprehension
of Subject) (formerly 6-11)
General Fugitive and Deserter Fugitive Units
Fugitive Section
- 9-11 Fugitive Memorandum for Armed Forces (formerly 6-11b)
Fugitive Section
- 9-12 Lead Card - Applicant (white) (formerly additional
colors of pink, yellow, and green) (formerly 6-12)
Referral and Departmental Applicant Units
ESSIS*

* Employees Security and Special Inquiry Section

9-13 ROUTING SLIP

9-14 Letter Ordering Investigation (Loyalty Cases)
(formerly 6-15) (thin white for original)
ESSIS*

9-14a M&T Blocked Yellow of Form 9-14 (formerly 6-15a)
ESSIS*

9-15 AEA-A Closing Letter (formerly 6-16)
ESSIS*

9-16 Letter Requesting Necessary Investigation for
Apprehension of Subject (requested by U. S. Board
of Parole) (formerly 6-19) (thin white only)
Fugitive Section

9-17 Request for Deserter Fugitive Investigation
(formerly 6-21) (preinserted carbon form)
Fugitive Section

9-19 Letter Transmitting Reports to the Director,
Security and Administrative Services Staff of
the Department (formerly 6-23)
(original on thin white with heading (8x7);
M&T blocked yellow available (8x10 $\frac{1}{2}$) - Shubatt)
ESSIS*

9-22 Rough Draft of Communication Concerning Fugitive
(formerly 6-27)
Fugitive Section

9-23 Notification Card (Fugitive Apprehension Notice) (blue)
(formerly 6-28)
General Fugitive Unit, Fugitive Section

9-25 Letter to SACs Enclosing Photograph (formerly 6-36)
(Enclosure to Form 9-34) (thin white and M&T blocked
yellow available)
Fugitive Section

9-26 Preliminary Inquiries - Full Field Investigations
Record of Pending Cases (formerly 6-39)
ESSIS*

9-28 Daily Statistics (formerly 6-49)
Case Review Unit
ESSIS*

9-30 Instructions - Case Typing (formerly 6-51)
ESSIS*

9-31 Error Form - Criminal Informants Monthly Letter of
Progress (formerly 6-56, 9-31, 0-53)
Criminal Informant Unit, Fugitive Section

9-33 Weekly Statistics Work Sheet (formerly 6-59)
(thin white only)
ESSIS*

9-34 Memorandum to Mechanical Section Containing
Instructions re Preparation of Identification Order
or Check Circular (formerly 6-63) (original on
unblocked bond; thin white available)
Fugitive Section

9-34a Draft of I.O. or Check Circular - (enclosure to
Form 9-34) (formerly 6-63a) (thin white and
unblocked yellow available)
Fugitive Section

9-35 Fugitive Index Card (with preinserted carbon)
(formerly 6-67)
General Fugitive Unit, Fugitive Section

9-38 5x8 Applicant Form (formerly 6-83)
ESSIS*

9-40 Rough Draft of Communication re Fugitive
(formerly 6-99)
Fugitive Unit, Fugitive Section

9-41 Log for Wanted Flyers and Identification Orders
(formerly 6-102)
Fugitive Unit, Fugitive Section

9-42 Deserter Fugitive Index Card (white)
(formerly 6-103)
Deserter Fugitive Unit, Fugitive Section

9-43 Permanent Information Card (light pink)
(formerly 6-104)
Deserter Fugitive Unit, Fugitive Section

9-44 Temporary Information Card (light blue)
(formerly 6-105)
Deserter Fugitive Unit, Fugitive Section

- 9-45 Follow-up Letter to Other Government Agencies
Conducting Foreign Investigations
(formerly 6-111)
(thin white with heading, and M&T blocked yellow
available)
ESSIS*
- 9-46 Letter Notifying Civil Service Commission that a
Sensitive Security Form is being Processed
(formerly 6-112)
(thin white with heading - 8x7; M&T blocked yellow -
8x10 $\frac{1}{2}$ available)
ESSIS*
- 9-47 Letter to Initiate Investigations of Application
for Pardon after Completion of Sentence (APACS) Cases
(original on thin white with heading, and M&T blocked
yellow available)
Departmental Applicant Unit
ESSIS*
- 9-48 ROUTING SLIP
- 9-49 ROUTING SLIP

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9-52	Cover Sheet for Ticklers Fugitive Section
9-54	Rough Draft Confirmation to Field Offices re NCIC Inquiries Fugitive Section
9-55	Charge Out for Card for Deserter Index Cards (green) Fugitive Section Deserter Unit

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10-4	Record of Assignments to Inspectors (formerly 2-33)
10-5	Record of Inspection Assignments of Aides (formerly 2-35)
10-6	Inspectors Master Case Sheet (formerly 2-86)
10-6a	Inspectors Master Case Sheet (Informants)
10-7	ROUTING SLIP
10-8	Inspectors' Statistical Sheet (formerly 2-92)
10-9	Inspectors' Interview Data (formerly 2-93)
10-10	Agent and Squad Performance (formerly 2-105)
10-12	Inspection Performance Report (formerly 2-119)
10-13	Inspector's Assignment Sheet (Field) (formerly FD-225 and 2-120)
10-13a	Inspector's Assignment Sheet (FBIHQ)
10-13b	Inspector's Assignment Sheet (Foreign Offices)
10-14	Inspector's RA (Resident Agency) Data Request
10-15	Tabulation - Form Errors, Missed Fugitive Deadlines, Cases Closed by Inspectors
10-16	Inspectors' Informant Rating

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Checks in Payment of Accounts for which Vouchers
were Rendered (formerly 3-2) (thin white available)
Data Processing Section, Payroll Distribution Unit
- 12-2 Letter to SAC Transmitting Various Types of Checks
(formerly 3-4) (thin white and M&T blocked yellow
available)
Data Processing Section, Voucher Unit
- 12-3 Request to Mail (check, bond) (blue) (formerly 3-5)
Data Processing Section, Payroll Distribution Unit
- 12-4 Address and Salary Check Information (separation)
(pink and yellow - per approval of Hall and J. E.
Reilly)
Data Processing Section, Payroll Distribution Unit
- 12-5 Certification for Attachment to Voucher (formerly 3-21)
Data Processing Section, Voucher Unit
- 12-6 Breakdown of Charges (used to record emergency
purchase payments as contrasted with Form 3-13 which
is used in connection with contracts) (formerly 3-47)
Data Processing Section, Voucher Unit
- 12-6a Breakdown of Xerox Charges (formerly 3-47a)
Data Processing Section, Voucher Unit
- 12-7 Confidential Voucher Register (Office) (formerly 3-64)
Data Processing Section, Voucher Unit
- 12-8 Transmittal Letter for Bonds, Expense and Salary Checks
(formerly 3-72) (unblocked yellow available)
Data Processing Section, Payroll Distribution Unit
- 12-9 Record of Bonds and/or Checks Mailed for Personnel of
Legal Attache Offices (formerly 3-98) (blocked yellow
available)
Data Processing Section, Voucher Unit

12-10 Letter to Foreign Offices Advising of Disposition
of Checks (formerly 3-99) (thin white available)
Data Processing Section, Voucher Unit

12-11 Statement of Differences (formerly 3-167) (thin white
available)
Data Processing Section, Voucher Unit

12-12 Letter re Advance of Funds (formerly 3-169) (thin
white and unblocked yellow available)
Data Processing Section, Voucher Unit

12-13 Work Report (formerly 3-193)
Data Processing Section, Voucher Unit

12-14 Charge-out Record (formerly 3-221) (pink and white)
Data Processing Section, Voucher Unit

12-15 Letter Requesting Prompt Submission of GTR and Voucher
(formerly 3-231) (thin white and M&T blocked yellow
available)
Data Processing Section, Voucher Unit

12-16 Voucher Record (formerly 3-261)
Data Processing Section, Voucher Unit

12-17 Letter to Creditor Requesting Specific Data re
Purchase Orders (formerly 3-262) (thin white
available - no YELLOW - per Coxes and Dean 5/19/70)
Data Processing Section, Voucher Unit

12-18 Travel Authority Card (formerly 3-284)
Data Processing Section, Voucher Unit

12-19 Confidential Receipt (formerly 3-308) (white bond
and green bond - 25 sets to a book)
Data Processing Section, Voucher Unit

12-20 Payments to Informants Work Sheet (formerly 3-318)
Data Processing Section, Voucher Unit

12-21 Post and Quarters Card (formerly 3-332)
Data Processing Section, Voucher Unit

12-22 Individual Earnings Record (formerly 4-83, 3-370)
Data Processing Section, ADPU*

12-23 Kidnaping, Extortion and Bank Robbery Statistics
(formerly 4-126, 3-373)
Data Processing Section, ADPU*

12-24 Weekly Divisional Count of Employees (formerly 4-337,
3-392)
Data Processing Section, Personnel Statistics Subunit

12-25 Work Report (formerly 4-349, 3-393)
Data Processing Section, All Units

12-26 General Ledger (formerly 4-378, 3-394)
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12-27 Personal Services Obligations Statistics (preinserted
carbon form) (formerly 4-380, 3-395)
Data Processing Section, ADPU*

12-28 Federal Statistics Summary Sheet (formerly 4-382,
3-396)
Data Processing Section, Federal Subunit

12-29 FBI Bond Summary List (formerly 4-384, 3-398)
Data Processing Section, ADPU*

12-30 Daily Usage Record - Automatic Data Processing System
(formerly 4-463, 3-410)
Data Processing Section, ADPU*

12-31 Record re Loot Taken, Recovered (formerly 4-543, 3-422)
Data Processing Section, ADPU*

12-32 Canceled Check - Master Register (formerly 4-549, 3-427)
Data Processing Section, ADPU*

12-33 FBI Vehicle Operating Cost for Period (formerly 4-550
3-428)
Data Processing Section, ADPU*

*Automatic Data Processing Unit

12-34 Comprehensive Pay List (formerly 4-565, 3-431)
Data Processing Section, ADPU*

12-35 ADEX Card (formerly 4-590, 3-435) (white, buff,
green, yellow, blue - per Mr. Davis 9/19/72)
Data Processing Section, ADPU*

12-36 Notice of Adjustment of Leave Records
(formerly 4-602, 3-438)
Data Processing Section, Payroll Preparation Subunit

12-37 Monthly Field Office Statistical Report
(formerly 4-603, 3-439)
Data Processing Section, ADPU*

12-38 Request for Automatic Data Processing (ADP) Tabulation
(formerly 4-610, 3-442)
Data Processing Section, ADPU*

12-39 Tape Control Record - Automatic Data Processing System
(white and pink card stock) (formerly 4-616, 3-443)
Data Processing Section, ADPU*

12-40 S. G. E. Forms Master Sheet (formerly 4-183, 3-444)
Data Processing Section, ADPU*

12-41 Statement of Earnings (formerly 4-102, 3-457)
Data Processing Section, ADPU)

12-42 Personnel Statistics Master Tape (formerly 3-464)
Data Processing Section, ADPU*

12-43 Number of Employees on Rolls as of 9:00 A.M.
(formerly 3-468)
Data Processing Section, ADPU*

12-43a Personnel Allowed F. Y. _____ VS, Assigned
9:00 A.M. (formerly 3-468a)
Data Processing Section, ADPU*

12-44 Daily Report of Personnel as of 9:00 A.M.
(formerly 3-469)
Data Processing Section, ADPU*

12-45 Subunit Work Report (formerly 3-474)
Data Processing Section, Voucher Unit

12-46 FBI Voucher-Register of Other Expenses (formerly 3-475)
Data Processing Section, Cost Subunit

- 12-47 "White Slip" (formerly 3-480)
Data Processing Section, Voucher Unit
- 12-48 Report of all Work Pending (Field Offices)
(formerly 3-482)
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- 12-49 Report of all Work Pending (Legal Attache Offices)
(formerly 3-483)
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12-52	Transmittal Letter for Autostats of Invoices (formerly 3-486) (thin white and M&T blocked yellow available) Data Processing Section, Voucher Unit
12-53	Internal Accounting Information (formerly 3-491) Data Processing Section, Voucher Unit
12-54	General Ledger Entries - FBI Payroll Schedules (formerly 3-511) Data Processing Section, Cost Subunit
12-55	Record of Transfer (formerly 3-519) Data Processing Section, Payroll Distribution Unit
12-56	Vehicle Inventory Tape (formerly 3-520) Data Processing Section, ADPU*
12-57	Request for Review of Time and Attendance (T&A) Cards (formerly 3-529) Data Processing Section, Payroll Preparation Subunit
12-58	Home Leave Record (formerly 3-530). Data Processing Section, Voucher Unit; Intelligence Division, Section CI-4
12-59	W-2 Comprehensive Listing (formerly 3-535) Data Processing Section, ADPU*

* Automatic Data Processing Unit

12-60 Payroll Change Slip (formerly 3-542)
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12-61 Certification Listing (employees to be considered
for Within-Grade Increases) (formerly 3-543)
Data Processing Section, ADPU*

12-62 Master Inventory List (formerly 3-553)
Data Processing Section, ADPU*

12-63 Payroll Master Name Index Form (formerly 3-569)
Data Processing Section, ADPU*

12-64 Agent and Squad Performance (formerly 3-571)
Data Processing Section, ADPU*

12-65 360 Operating Instructions (green and white available)
(formerly 3-573)
Data Processing Section, Procedures Unit

12-66 Advance Notice re Employees to be Considered for
Within-Grade Increase (formerly 3-582)
Data Processing Section, ADPU*

12-67 Record Layout Work Sheet (formerly 3-583)
Data Processing Section, ADPU*

12-68 VOT Summary List (formerly 3-586)
Data Processing Section, ADPU*

12-69 Written Agreement of GS-4 Clerk-Stenographer or
GS-3 Clerk-Typist to Remain with Bureau for Twelve
Months (formerly 3-591)
Data Processing Section, Voucher Unit

12-71 Programming Work Specifications (formerly 3-609)
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12-72 W-4 Adjustment Request (formerly 3-615)
Data Processing Section, Payroll Preparation Subunit

12-73 Summary Sheet - Remittance Record for Net Pay to
Financial Organization (formerly 3-616)
Data Processing Section, Payroll Preparation Subunit

12-74 Line Trouble Report (formerly 3-623)
Data Processing Section, ADPU*

12-75 Report of Offenses Committed During the Month (#90)
(formerly 4-361, 3-408, 8-53)
Uniform Crime Reporting Section

12-76 Daily Work Report (formerly 8-55)
Uniform Crime Reporting Section

12-78 Number of Full-time Law Enforcement Employees as
of _____ (formerly 4-73, 3-368, 8-76),
PINK BOND - (FOR LARGE CITIES)
Uniform Crime Reporting Section

12-78a Number of Full-time Law Enforcement Employees as
of _____, GREEN BOND - (FOR SMALLER CITIES)
Uniform Crime Reporting Section

12-78b Number of Full-time Law Enforcement Employees as
of _____, BLUE BOND - (FOR COUNTIES)
Uniform Crime Reporting Section

12-79 Consolidated Monthly Report (formerly 4-156, 3-377,
8-79)
Uniform Crime Reporting Section

12-79a Consolidated Monthly Report - Traffic Summary
(formerly 8-79a)
Uniform Crime Reporting Section

12-80 Consolidated Daily Report (formerly 4-157, 3-378, 8-80)
Uniform Crime Reporting Section

12-81 Tally Sheet for Return C (formerly 4-189, 3-379, 8-81)
Uniform Crime Reporting Section

12-83 Agency Check List (formerly 4-216, 3-382, 8-84)
Uniform Crime Reporting Section

12-84 Supplementary Homicide Report (formerly 4-220,
3-383, 8-85)
Uniform Crime Reporting Section

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VOLUME III

12-85	Supplement to Return A, Monthly Return of Offenses Known to the Police (formerly 4-231, 3-385, 8-86) Uniform Crime Reporting Section
12-87	Tally Book, Return A and Supplementary Report of Offenses (formerly 4-456, 3-407, 8-92); (consolidated with Form 12-91) Uniform Crime Reporting Section
12-88	Register of Persons Charged (#131) (formerly 4-490, 3-411, 8-93) Uniform Crime Reporting Section
12-89	Register of Offenses Known (#130) (formerly 4-491, 3-412, 8-94) Uniform Crime Reporting Section
12-90	Age, Sex and Race of Persons Arrested - 18 years of age and over (formerly 4-492, 3-413, 8-95) Uniform Crime Reporting Section
12-90a	Age, Sex and Race of Persons Arrested - under 18 years of age (formerly 8-95a) (pink bond) Uniform Crime Reporting Section
12-92	Instructions for Preparing Return B and Instructions for Preparing Return C (formerly 4-494, 3-415, 8-97) Uniform Crime Reporting Section
12-93	Tally Sheet - Age, Sex, and Race of Persons Arrested (18 years of age and over, and under 18 years of age) (formerly 4-495, 3-416, 8-98) Uniform Crime Reporting Section
12-93a	Tally Book, Age, Sex, and Race of Persons Arrested (on monthly basis; 18 years of age and over) (formerly 8-98a) Uniform Crime Reporting Section

- 12-93b Tally Book, Age, Sex, and Race of Persons Arrested
(on monthly basis; under 18 years of age) (pink)
(formerly 8-98b)
Uniform Crime Reporting Section
- 12-94 Follow-up Letter for Outgoing Correspondence Relative
to Uniform Crime Reporting (formerly 4-506, 3-417,
8-99)
Uniform Crime Reporting Section
- 12-95 Return A, Monthly Return of Offenses Known
(blue - for use in counties;
green - for use in small cities;
pink - for use in large cities;
white, yellow, orange - for administrative purposes
(per Crone 1/10/74))
- 12-98 Trend Letter to Contributor Concerning Noticeable
Change in Crime Figures (formerly 3-459, 8-108)
Uniform Crime Reporting Section
- 12-99 Monthly Return A, B, C, Violation Record
(formerly 4-544, 3-423, 8-111)
(available in BLACK print and RED print)
Uniform Crime Reporting Section

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COMPUTER SYSTEMS DIVISION

VOLUME IV

12-100	Airtel re Preliminary Release of Uniform Crime Reports (formerly 8-124) (green) (M&T blocked yellow available) Uniform Crime Reporting Section
12-101	Supply Request - Uniform Crime Reporting Program (yellow bond) (formerly 8-137) Uniform Crime Reporting Section
12-102	General Purpose Form for Preparation of Quarterly Preliminary Releases and Annual Bulletin (2-part) (formerly 8-138) Uniform Crime Reporting Section
12-103	General Purpose Form - Uniform Crime Reporting Return A Supplement (formerly 8-139) Uniform Crime Reporting Section
12-104	Request for Current Population Data (Cities) (formerly 8-141) Uniform Crime Reporting Section
12-104a	Request for Current Population Data (Counties) (formerly 8-141a) Uniform Crime Reporting Section
12-105	GS-5 Work Report (formerly 8-142) Uniform Crime Reporting Section
12-106	GS-2, GS-3, GS-4, Work Report (formerly 8-143) Uniform Crime Reporting Section
12-108	Law Enforcement Officers Killed or Assaulted (formerly 8-156 (yellow bond)) Uniform Crime Reporting Section

12-108a Tally Sheet for Law Enforcement Officers Killed
or Assaulted (green bond)
Uniform Crime Reporting Section

12-109 Weekly Delinquency Report
All Sections

12-110 Communication to Law Enforcement Agencies re
UCR Matters
Uniform Crime Reporting Section

12-111 Coding Sheet for Individual Computerized Criminal
History (1st segment) (formerly 8-153, 1-422)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-112 Coding Sheet for Individual Computerized Criminal
History (2nd, 3rd, and 4th segments)
(formerly 8-154, 1-423)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-113 Coding Sheet for Individual Computerized Criminal
History (supplemental segment)
(formerly 8-155, 1-424)
(white bond with GREEN ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-114 Coding Sheet for Computerized Criminal History
Modifications (formerly 8-157, 1-425)
(white bond with BLUE ink)
National Crime Information Center Section,
Conversion and Coordination Unit (NCIC/CCU) (per
Mr. Brown's office)

12-115 Disk Inventory Control (green ledger paper)
Data Processing Section, ADPU*

12-116 Communication to Law Enforcement Agencies re
NCIC Matters
National Crime Information Center (NCIC) Section
All Units

12-117 Programming Evaluation Sheet
Data Processing Section

12-118 UCR States Record Layout Work Sheet
Data Processing Section (Liefer)

12-119 "To Whom It May Concern" Statement re Leave Taken
Data Processing Section

12-120 Adjusted Leave Request
Data Processing Section, Payroll Preparation Unit

12-121 Scheduler Update Sheet
Data Processing Section

12-122 NCIC Letter to Participating Agencies
(request for correct FBI Number)
NCIC Section, Computerized Criminal History Unit

12-123 NCIC Letter to Participating Agencies (re death of
individual)
NCIC Section, Computerized Criminal History Unit

12-124 NCIC Letter to Participating Agencies
(re disposition received - unclear)
NCIC Section, Computerized Criminal History Unit

12-125 NCIC Letter to Participating Agencies
(request for action to expunge certain records)
NCIC Section, Computerized Criminal History Unit

12-126 NCIC Letter to Participating Agencies
(request to clarify unfamiliar or unclear records
for accurate coding)
NCIC Section, Computerized Criminal History Unit

12-127 NCIC Letter to Participating Agencies
(review effected; record up to date before dissemina-
tion of complete CCH record)
NCIC Section, Computerized Criminal History Unit

12-128 NCIC Letter to Participating Agencies
(re deletion of referenced arrest from subject's
record; expunge information indicated enclosed
source documents)
NCIC Section, Computerized Criminal History Unit

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"O" FORM BOOK

(Forms available to two or more Divisions at FBIHQ)

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0-1 Follow-up Letter to the Field Concerning Status of Case	3-15-74
0-2 Memorandum for Data Processing Section	2-14-73
0-4 Invoice of Contents (thin white)	11-19-64
0-4a Invoice of Contents (yellow copy of 0-4)	1-19-67
0-5 Personnel Report	2-11-66
0-6 Routing Slip to the Department (consolidated with 0-6a through 0-6d)	^{Printed 1st x} [2-4-75] 10-29-74
0-7 Routing Slip to the Field (consolidated with 0-24 and 0-25)	12-17-73
0-9 Teletype Form (thin green)	2-14-74
0-11 Mechanical Section Requisition (Printing Unit)	4-10-74
0-11a Mechanical Section Requisition (Photo Unit) (yellow bond)	4-10-74
0-13 Personnel Information Card (blue)	10-10-74
0-14 Routing Slip from Bureau to Other Government Agencies	8-15-72
0-14a Routing Slip to: Director, Bureau of Personnel Investigations Civil Service Commission	8-15-72
0-14b Routing Slip to: Deputy Assistant Secretary for Security Department of State	8-15-72
[0-14d Routing Slip to: Director Naval Investigative Service	^{Printed 1st x} [2-15-75] 8-15-72

0-14t Routing Slip to:
 Director
 Bureau of Intelligence and Research
 Department of State 8-15-72

0-14u Routing Slip to:
 Assistant Director (Security)
 U. S. Information Agency 8-15-72

0-14v Routing Slip to:
 Assistant Commissioner
 Office of Investigations
 Bureau of Customs 8-15-72

0-14w Routing Slip to:
 Director
 National Security Agency 8-15-72

0-14x Routing Slip to:
 Director of Security
 National Aeronautics and Space Administration 8-15-72

~~0-14y Routing Slip to:
 Commanding General
 United States Army Intelligence Command
 Fort Holabird, Maryland 21219 8-15-72~~

*Deleted
 (Council 0-14 to)
 4/30/75
 K*

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0-15 Stenographic Assignment Chart	No date
0-17 Official Notification of Error	2-14-75
[0-19 Newspaper Clipping Form	⁵⁻³⁰⁻⁷⁴ 1-30-74
0-20 Newspaper Clipping Form (Washington Capitol News Service only) (white bond only)	8-5-74
0-26 Personnel Requisition for Clerical Employees	6-5-72
0-30 Drawer Check Record	No date
0-31 Delinquent Serials (charged out over five days)	12-19-66
0-32 Files Charged Out Over Five Days	12-31-58
0-33 Stenographers and Typists Daily Report	11-8-72
0-36 Equipment Receipt Card (3x5)	2-14-74
0-37 Geographical Housing Index Card (3x5)	2-20-74
0-38 Promotional Availability List Card	2-20-70
0-39 Special Request	2-13-64
0-40 Special Handling Tag (pink bond)	4-12-56
0-41 Abstract (yellow and pink)	8-15-56
[0-42 Name Search and Record Check Request	⁴⁻¹⁻⁷¹ 11-30-73
0-43 Check or Bond Receipt	2-12-62
0-44 Exhibits Section Work Order	1-29-73
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0-52 Weekly Delinquency Report	3-8-61
0-55 Instructions to Clerk (formerly 6-93)	2-14-74
0-57 Message Checkoff (formerly 2-110, 4-333)	10-2-64
0-59 Letter to Recommend Clerks for Tour Training	5-8-73
0-60 Vending-Machine Refund Request	3-13-63
0-63 Search Request of Special Indices	2-14-74
0-64 Memorandum Acknowledging Assignment of Employee to Division at FBIHQ (thin white with heading only - for original)	9-19-67
0-65 Request for Labor Service (blue bond)	2-14-74
0-66 Name Check Request to CIA	10-17-73
0-67 Register for Departure from Building on Official Business (Divisions I, III, IV)	2-12-71
0-68 Typewriter Repair Request (consolidation of Forms 1-252, 3-133) (Divisions I and III)	3-12-71
[0-69 Progress Report for Bureau Employee	5-8-73
0-70 Letter of Transmittal to AAG (Assistant Attorney General)	3-28-72
0-72 Magnetic-Card Master (All Divisions)	6-5-72

0-73 Message Relay (Original on green bond (exception);
 blocked thin yellow available)
 Divisions V, VI, IX) 2-13-75

[0-73a Abstract for Form 0-73
 (Divisions V, VI, IX) [1-13-75] 7-20-73

0-74 Multiple Promotions Recommendation for
 Non-Agent (GS-2 to GS-3) Personnel
 (approved primarily for Divisions I and IV) 1-30-74

~~0-75 Reply to Department re Technical Coverage
 (thin white and blocked yellow available) Deleted 4/29/75
 (Divisions V and IX) 4-9-74~~

0-76 Training Request, Government Employees
 Training Act (GETA) (thin white only)
 (Divisions II, III, V, VII, XII) 4-9-74